THE UNIVERSITY OF WESTERN AUSTRALIA

HUMAN RESOURCES

ELICOS CASUAL EMPLOYMENT PROPOSAL

Please ensure these documents have been submitted to Human Resources or are attached to this form *(tick boxes to indicate forms submitted/attached)*

- ☐ current Tax File Number Declaration form *(otherwise maximum rate of tax will apply)*
- ☐ Authorisation for Salary Transfer *(to allow payment to nominated account)*
- ☐ copy Bio-data page (photograph page) of passport *(if applicable)*

SECTION 1 - PERSONAL DETAILS (Employee to complete)

Employee number | Title | Family name

First names | DOB *(dd/mm/yy)*

Gender | Home tel. no.

Address *(postal)* | P/code

Are you an Australian Citizen or a Permanent Resident? Yes ☐ No ☐→ Please supply a copy of the Bio-data page (photograph page) of your passport.

SECTION 2 - PROPOSAL DETAILS

Job Title

☐ CAS 1 ACAD oncost *(office use only)*

☐ CAS 2 GEN oncost *(office use only)*

☐ CAS 3 GEN oncost *(office use only)*

Start Date *(dd/mm/yy)* | Expiry Date *(dd/mm/yy)*

Position number	Business Unit	Project/Grant	Account	%
820115	01450			
		Project/Grant	Account	%

SECTION 3 - AGREEMENT

I accept and acknowledge this Casual Employment Proposal and agree to abide by the terms and conditions of the ELICOS Staff Agreement. I understand that the proposal may be varied or ceased with one hour's notice in accordance with the ELICOS Staff Agreement. I accept that there is no commitment to any further employment by the University. I accept that payments will be made on submission of authorised timesheets.

Employee signature | Date *(dd/mm/yy)*

Employee name *(please print)*

SECTION 4 - APPROVAL

I approve the above proposal and certify that:

a. this appointment is a true casual appointment (5 weeks regular hours or irregular hours up to 12 months);
b. sufficient funds are available in the account/s stated to cover the appointment;
c. the details in Sections 1 & 2 are correct, and
d. the applicable rate of pay is that prescribed under the appropriate Agreement (*http://www.hr.uwa.edu.au/hr/salary_scales/elicos*)

Name *(please print)* | Signature of Approved Delegate (See HR Delegations)

Contact Number/Extension | Date *(dd/mm/yy)*