



**HUMAN RESOURCES
APPLICATION FOR MOBILITY PROGRAMME**

School/Admin dept

Please submit a copy of your current resume along with this application.

The Mobility Programme Policy is available at:

http://www.hr.uwa.edu.au/policy/toc/appointment_and_employment/staff_development/mobility_policy/

You are strongly encouraged to familiarise yourself with the policy prior to completing this application form.

SECTION 1 - PERSONAL DETAILS

Employee Number Family Name

First names

Qualifications

Email

Extension Number

Alternative Number (if part-time)

SECTION 2 - CURRENT POSITION DETAILS

Current Position Title Level

Substantive Position Title Level

Period of Continuous Service at UWA Allowances

SECTION 3 - CURRENT EMPLOYMENT STATUS

Ongoing Fixed term Research Enter finish date of your contract

Full time or Part time Hours per fortnight/FTE Specify below the hours worked each day

M	T	W	Th	F	S	Su	M	T	W	Th	Pay Day	F	S	Su

Note: Casual staff are not eligible to apply for the Mobility Programme

SECTION 4 - PREFERENCES

Please indicate the type of positions you are interested in:

- | | | |
|---|---|--|
| Administration | <input type="checkbox"/> Secretarial/PA | Research |
| <input type="checkbox"/> Faculty/School | <input type="checkbox"/> Student Administration | <input type="checkbox"/> Research Assistant |
| <input type="checkbox"/> Finance | | <input type="checkbox"/> Research Officer |
| <input type="checkbox"/> Information Technology | Technical | |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Computing | Security |
| <input type="checkbox"/> Library | <input type="checkbox"/> Laboratory | <input type="checkbox"/> Other (please specify) <input type="text"/> |
| <input type="checkbox"/> Records | <input type="checkbox"/> Trades | |

Please indicate the level(s) of positions you wish to be considered for:

- Level 02
 Level 03
 Level 04
 Level 05
 Level 06
 Level 07
 Level 08
 Level 09
 Level 10

HUMAN RESOURCES MOBILITY OFFICER CONTACT DETAILS

Human Resources Mobility Officer
M350 Human Resources

Email: hr_mobility@admin.uwa.edu.au

Telephone: 6488 8759
Telephone: 6488 4796

SECTION 4 - SKILLS AND EXPERIENCE

What skills and experience do you currently have? (Please give a brief summary)

Please list any skills and experience you would like the opportunity to develop? (Maximum of 10)

SECTION 5 - ADDITIONAL COMMENTS

Is there any specific area where you would not want to be placed? Please outline below, or, if you wish the details to be kept confidential please contact the Human Resource Mobility Officer separately.

SECTION 6 - APPLICANT'S SIGNATURE

In signing this form you are accepting the conditions outlined below:

I understand that while every effort is made to try and match my career interests, that this is not always possible, and some alternatives may need to be considered.

I have read and understood the conditions of the Programme in the Mobility Programme Policy

I authorise Human Resources to distribute my resume and details for consideration for any mobility opportunities which arise as part of the Mobility Programme.

Signature

Date (dd/mm/yy)

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Name (please print)

**PLEASE SUBMIT THIS APPLICATION TO YOUR MANAGER FOR APPROVAL TO PARTICIPATE IN
THE MOBILITY PROGRAMME AND THEN FORWARD TO HUMAN RESOURCES MOBILITY OFFICER
WITH A COPY OF YOUR RESUME hr_mobility@admin.uwa.edu.au**

SECTION 5 - MANAGER'S/SUPERVISOR COMMENTS

What do you think are the applicant's strengths?

What skills and experience would you like to see your staff member develop?

Manager/Supervisor comments and recommendations

If a successful placement is made, how much notice would you need to release your staff member?

Would you like the HR Mobility Officer to assist with back fill arrangements for your staff member if this is possible?

Yes No

SECTION 8 - APPROVAL

I support and approve this application for the Mobility Programme? Yes No

Signature

Date (dd/mm/yy)

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Name (please print)

PLEASE SUBMIT APPLICATION TO HUMAN RESOURCES MOBILITY OFFICER
hr_mobility@admin.uwa.edu.au