

APPLICANT TO COMPLETE DETAILS (A COPY OF THE CONTRACT OVERLEAF WILL BE PROVIDED):

Have you ever been employed in the University? No Yes - Employee number: _____

Are you currently employed in another position in the University? No Yes

If yes: Division/Office: _____

Academic General Level: _____ Fraction: _____%

Family Name: _____ Title: _____ Gender: Male Female

Other Names: _____ Date of Birth: ___/___/___

Home Address: _____

State: _____ Post code: _____ Phone (h): _____

Postal Address: _____

State: _____ Post code: _____

Are you a Permanent Resident?: Yes No

Citizenship: Australia New Zealand Other - * Attach a photocopy of visa from passport

Qualifications (show institution and year awarded): _____

Summary Resume (C/V) (Form 6.03c) attached OR resume supplied in last 2 years.

Current Tax form attached OR already supplied this year and unchanged.

Current Banking Authority form attached OR already supplied this year and unchanged.

Should we send your pay advice to your Division/Office Home?

Signature of Applicant: _____ Date: ___/___/___

DIVISION/OFFICE USE ONLY:

Division/Office: _____ Budget Unit Code: M _ _ _ _ Z

May be employed during period ___/___/___ to ___/___/___ Salary Level : ___ Step: ___

Position No. if assigned: _____ Position Title: _____

Has the job been evaluated ? Yes No - Abridged Job Description Form 5.05b attached

WRS Use only	Hourly Loaded Rate	No. of Hours	Total Cost	Account Number	% A/C
Job No.	\$.		\$.	___ / ___ / 219	
				___ / ___ / 219	

Justification attached where salary point recommended is above Step 1.

Recommended: _____ Recorded in Division/Office: _____(inits)

I hereby APPROVE and certify that this appointment is of a true casual nature and complies with the policy in Section 6.03 of the Handbook.

_____/_____/_____
Head of Division/Office or other Personnel Delegate (Date)

HR USE ONLY

Attachments correct: _____(inits) ___/___/___

Approved at Level ___ Assigned Pos'n No: _____(inits) ___/___/___

Processed/entered: _____(inits) ___/___/___ Checked: _____(inits) ___/___/___

CASUAL GENERAL STAFF CONTRACT

Dear _____,

On behalf of the University, I am pleased to offer you a casual General staff appointment on the following basis:

- the casual employment is covered by the Macquarie University Enterprise Agreement;
- the number of hours; the specific nature and amount of duties to be undertaken; the hourly/sessional rate of pay for each class of duty required; and the period during which employment may be required are set out on the front of this form;
- any additional duties required during the employment will be paid for;
- you will report to A/Prof/Dr/M/r/s _____ who is your supervisor;
- you may receive a written Statement of Service when you complete this employment, confirming that the employment was casual, the period of employment, and the duties performed. If you ask, it will include any performance assessment under the Performance Management System;
- you will have employer superannuation contributions made to UniSuper (at a rate of 8% for work from 1 July 2000, increasing to 9% from 1 July 2002). The University will regularly inform you of contributions made by the University into this scheme;
- you are not entitled to annual leave or sick leave, although you are eligible for long service leave in respect of any casual employment with the University from 9 May 1985 onwards;
- you will be paid through the University's payroll system within 2 weeks of the conclusion of the pay period in which duties were undertaken;
- you will be paid on an hourly basis at the rate of 23% in addition to the hourly equivalent of the applicable rate prescribed for the classification level, which includes the additional 1/12th loading for annual leave. This total rate is also used for the payment of overtime and shift penalties;
- you are engaged on an hourly basis, with the minimum period of engagement (and/or payment) being 3 consecutive hours on any day or, for Macquarie University students during term, 3 hours in any week;
- your employment may be terminated by the giving of one hour's notice on each side. Accordingly, you are engaged with no guarantee or expectation of future work;
- your maximum number of ordinary hours of work are no more than 7 hours in any day or, by mutual agreement, up to 10 hours in any day;
- you are entitled to payment at overtime rates for work in excess of 7 hours on any day, work in excess of 35 hours in any week, and work on public holidays;
- you may not take overtime as time off in lieu of payment;
- if you are not required to work in a period which would otherwise attract a penalty rate, but request to do so and this is agreed to, no such penalty rate or shift loading will apply;
- payment of Saturday (50%) and Sunday (75%) shift penalties will be calculated by applying the relevant additional shift penalty component to the casual rate.

Signed: _____ Date: _____
(Head of Division/Office or other authorised staff member)

I hereby state that I agree to these terms for the casual engagement and am not undertaking any additional casual work during the period for the University above that specified in this document. Further, should this situation change, I will advise my supervisor:

Signed: _____ Date: _____