

ACADEMIC STAFF APPOINTMENT FORM**FORM 6.05b***** PLEASE ATTACH APPOINTEE'S APPLICATION FORM AND CURRICULUM VITAE****EMPLOYEE DETAILS**

Family Name: _____ Other Names: _____
 Employee Number (if known): _____ Date of Birth ___/___/___

APPOINTMENT DETAILS

Division/ Office: _____ Budget Unit: _____

Position Number: _____ Position Title: _____

Advertised? NO
 YES Advert ref no: _____ Sel Cttee report attached

Appointment type: (tick appropriate boxes) Full-time Part-time ___/___
 Continuing Fixed-term - ___ years, ___ months

Commencing date: ___/___/___ End date: ___/___/___

Probation: NO
 YES ___ months End Date ___/___/___ Mid-term Review ___/___/___

OR

YES ___ years End Date ___/___/___ reviewed annually

Appointment is: Not renewable Renewable, as set out in Advert.

Level: _____ Step: _____ \$ _____ p.a.

[Personnel Office Use only - Eligible for incremental progression to Step: ___ on ___/___/___ (date)]

If the salary point is to be above Step 1, show how this is justified by the appointee's previous employment in the higher education industry and/or professional standing, qualifications and experience relevant to the position.

Market loading: (where applicable) _____% Market loading is recommended for _____ years.

ACCOUNT DETAILS:

Account Name: _____ Account code: _____ / _____ / 212 _____%
 Account Name: _____ Account code: _____ / _____ / 212 _____%

Recommend appointment _____ /___/___

Approved (up to 12 mths)

OR Recommended _____ /___/___
 (Head of Division / Office or other delegate) (Date)

PERSONNEL OFFICE USE ONLY
 Macquarie University 9 December 2001

Papers attached and correct _____ /___/___

Approved (over 12 mths) _____ /___/___
 Deputy Vice-Chancellor (Academic)

For letter and data entry _____ /___/___ Checked _____ /___/___