## CASUAL CONVERSION APPLICATION AND APPOINTMENT AUTHORITY



To be used to convert a casual to continuing employment where the

conditions of the Enterprise Agreement are met.													
1. STAFF MEMBER DETAILS (applicant use)													
First	Name							9	Surnan	ne			
Preferred Name							9	Staff ID (if known)					
Posi	tion Title												
FIOA	\												
<b>2</b> ΔΕ													
2. APPLICATION (applicant use)													
I wish to apply for conversion from casual general employment to non-casual general employment.													
I have been employed on a regular and systematic basis at the same HEW level and have been undertaking the same role or similar roles that consisted of the same or similar duties within the same budget centre.													
Please tick as appropriate:													
for the immediately preceding period of at least 24 months; or  for at least 50% of full time equivalent hours for the immediately preceding 12 months.													
		6 of full tir	ne equ	uivalent hou	urs for the i	mmedi	ately p	oreced	ling 12	2 months.			
	ments in												
	ort of my												
application													
	Name				Signat						Date		
3. SF	ECIFIC GROUN	NDS TO RE	ECOM	MEND FOR	R APPROVA	AL OR F	REJECT	ION (I	oudget	centre use)			
To determine if the Staff Member meets the grounds specified in Schedule F, Deakin University Enterprise Agreement 2009 -													
2012, please complete the following questions in relation to the recommendation for approval or rejection:													
											<b>,</b>		
1a	Is the staff member a student or have they recently been a student?								Ye	s 🗌 No (	If yes, proceed	to question 1b)	
1  -		-4-4						- al					
1b	If yes, is their		a stud	ent reievan	t to their er	ngagen	nent ar	10   [	Ye	s 🗌 No (	If yes, may reje	ect application)	
2		vork required?							Ye	c $\square$ No $\ell$	If you may roid	act application)	
3		s the staff member a genuine retiree?						L		3   NO (	ij yes, may reje	ect application)	
3			mber performing work that will either cease to be						¬ v₀	c □ No /	If you may raid	act application)	
			be performed by a non-casual employee within 26 date of the application for conversion?						Ye	s 🔲 NO (	ij yes, may reje	ect application)	
1				•									
4	Does the staff member have a primary occupation with the University or elsewhere, either as a staff member or as a self-							Vos  No //f vos may raiget application)					
,			nere, either as a stan member or as a self-						Yes No (If yes, may reject application)				
5	employed person?												
,	Does the staff member meet the essential requirements of the position?							Ye	s 🗌 No (	If yes, may reje	ect application)		
6	'												
	Is the work ad hoc, intermittent, unpredictable or involves hours that are irregular?								Ye	s 🗌 No (	If yes, may reje	ect application)	
7													
	7 Other (please specify):  This application for conversion is:												
Approved (If approved please complete sections 4, 5 and 6 then return to HRD)													
Rejected (If rejected please sign section 6 and return to HRD)													
4. APPOINTMENT DETAILS – ONLY REQUIRED FOR APPROVED APPLICATIONS (budget centre use)													
Position Number Position Class							ficatio	_					
Salary Range From			Ş					То	· · ·				
Supervisor of Position (Name & Title)									pervisor's sition Number				
			ing	Time		Start		FUSIL	End	anibei	Probation		
Type of Continuing Appointment Fixed Term			_	Fraction		Date			Date		TODATION	months	
										-			

If fixed term, is the appointment for a specific task or project or funded by an identifiable funding source external to the University (i.e. not part of an operating grant from government) or funding comprised of payments of fees made by or on behalf of students?										
☐ Yes ☐ No										
If yes, provide details of task or project for letter of offer:										
Budget Centre to be charged:	-	-	-	% to be charged:						
		-		% to be						
5. DOCUMENTATION AND INFORMATION – ONLY COMPLETE FOR APPROVED APPLICANTS (budget centre use)										
Supporting Documentation and Information:										
Have you attached an electronic copy of the Position Description?  Yes No										
Has a Job Evaluation been completed?										
6. AUTHORISATION FOR ACTION – TO BE COMPLETED BY ALL APPLICANTS (budget centre use)										
Supervisor		Signature		Date						
(Print Name)										
Head of FIOA		Signature		Date						
(Print Name)										
7. ELIGIBILITY (HRD use	only)									
Staff member meets	Staff member meets									
eligibility criterion:	If no, specify reason:									
HR Adviser		Signature		Date						
(Print Name)										
8. NOTIFICATION (HRD use only)										
If application is rejected	Date									
If application is approve	Date									
Privacy: The University manages personal information in accordance with the Information Privacy Act 2000. You may gain										
access to your personal information held by the University. Requests for access are managed under the Freedom of										
Information Act 1982. To view the University's Information Privacy Policy go to <a href="http://theguide.deakin.edu.au">http://theguide.deakin.edu.au</a> or contact the										

Privacy Officer at <a href="mailto:privacy@deakin.edu.au">privacy@deakin.edu.au</a>.