

APPOINTMENT RECOMMENDATION FORM

Use this form to appoint a staff member who has been through a formal recruitment process



1. POSITION INFORMATION

Reference Number		Campus	
Position Number			
Position Title			
Faculty/Institute/Other Area			
School/Group			
If this staff member is working outside of Victoria, please provide state or country:			

2. APPOINTEE INFORMATION

Have they previously been employed at Deakin?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Staff ID (if known)	
Are they a current Deakin student?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gender	<input type="checkbox"/> Female <input type="checkbox"/> Male
Title		First Name	
Preferred Name		Surname	
Email			
Postal Address			
Has the applicant accepted a voluntary or involuntary separation package within the last 12 months?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Have a minimum of 2 referees checks been completed?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Will this staff member be relocating to work at Deakin?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will they be eligible for relocation assistance as per the Reimbursements procedure ? Please note this will be included in the contract.	<input type="checkbox"/> Yes <input type="checkbox"/> No

3. RIGHT TO WORK STATUS

Do they have Australian Citizenship?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do they have the right to work in Australia?	<input type="checkbox"/> Yes <input type="checkbox"/> No	What visa do they have?	
Do they require sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

4. APPOINTMENT CONDITIONS

Employment type	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Continuing		
Start Date:		End Date:	
Time Fraction		Classification/Step:	

If paying above the base of the band please provide rationale below. For Level A, step 6, undertaking unit coordination or with a PhD, please include this information below. Eg "Unit Coordination" or "PhD". If salary matching please attach a current payslip.

Please note above base salary requests must be approved by the Executive Director, HRD prior to the salary being offered to the appointee.

Probation period	<input type="checkbox"/> Months <input type="checkbox"/> Years
Salary Loading required	\$ pa

Please include a rationale below for the [salary loading](#) to be approved by Executive Director, HRD

Vehicle Allowance required	\$ only available for certain positions. Please contact your HR Client Partner
Other remuneration	Please provide details:

5. CONFLICT OF INTEREST

Did any committee member declare a conflict of interest? Yes No

Did the applicant have any potential conflict of interest? Yes No

If yes, please specify below, the conflict of interest and seek Executive approval

Executive		Signature		Date	
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6. AUTHORISATION

Please tick the boxes below to indicate you have complied with the following obligations. Incomplete forms will not be accepted

I understand that I must seek the approval of a member of the Executive for this appointment if any actual, potential or perceived conflict of interest exists (including employment of family members)

I understand that I must seek the approval of the Executive Director, HRD prior to offering a salary higher than the base unless salary matching and a payslip has been provided or if appointing a Level A with a PhD or undertaking unit coordination

I have attached the [Selection Committee Membership Details](#) form

Chair of Selection Committee		Signature		Date	
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Head of FIOA		Signature		Date	
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Privacy: *The personal information collected on this form will become part of your employment record. 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 <<http://theguide.deakin.edu.au/>> or contact the Privacy Officer at privacy@deakin.edu.au.*