

**Admin Contact Person in Faculty/School/Centre**

Name	Phone	Email
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Applicant Details (Current CV of applicant MUST be attached when submitting this form)**

Courtesy Title	Given Name(s)	Family Name	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Date of Birth	Telephone Number	Email Address (non CSU)	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Gender <input type="radio"/> Male <input type="radio"/> Female	Address (non CSU)		
	<input style="width: 95%;" type="text"/>		
City	State	Postcode	Country
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

**Appointment details**

<input type="radio"/> New appointment	<input type="radio"/> Renewal	Staff Number
		<input style="width: 95%;" type="text"/>
Position Title	Campus	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Faculty/Division/Office	School/Section/Centre	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Appointment From	Appointment to <b>(Max 5 years)</b>	Notional Appointment Fraction % <a href="#">What is this?</a>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Name of Supervisor	Supervisor's Email Address	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Duties to be undertaken	If "Other" please describe the main tasks/activities (max 250 characters):	
<input style="width: 95%;" type="text"/>	<input style="width: 95%; height: 40px;" type="text"/>	
Any charges incurred by the appointee during the duration of their visit e.g. internet usage costs, should be charged to account code:		
<input style="width: 95%;" type="text"/>		

**Privileges**

Library Services (CSU card required)	<input type="radio"/> Yes <input type="radio"/> No	On-site Building & Facilities Access (CSU card required)	<input type="radio"/> Yes <input type="radio"/> No
IT Access	<input type="radio"/> Yes <input type="radio"/> No		

**Endorsement and Authorisation**

**Endorsement:**

*Endorsement of the Head of School/Director before submitting for approval. Attach applicant's current CV to email when submitting.*

**Head of School or  
Director**

Name	Signature	Date

**Authorisation:**

*In the event that the appointee incurs any work-related costs whilst associated with the University, I hereby guarantee that the Faculty/School/Section/Centre will accept responsibility for payment of same.*

**Executive Dean or  
Centre Director or  
Executive Director**

Name	Signature	Date