



**Position Information:**

Position Number	Position Type
Position Title	Work Function
Discipline Code & Percent (Acad. Only)	
Discipline Code & Percent (Acad. Only)	
Classification Level	Step
Faculty / Division	School / Section
Campus	Salary Account Code
Employment Status	If Part Time, What Percentage
Type of Direct Appointment	Duration of Appointment
Start Date	End Date
Reason for Requesting Direct Appointment	

**Proposed Incumbent Details:**

Proposed Incumbents Name

Background Information supporting proposed incumbent,  
Please provide details of the incumbents' skills, qualifications and or experience which make's them suitable for the position.

Name of Direct Supervisor for Position

Direct Supervisors Contact Number

**Funding Verification:**

To verify the availability of funds, please use the submit button which will automatically generate an email for you to email this form to the budget centre manager.

**Submit to the Budget Centre Manager**

If financial advice is required in regards to your budget, please contact Stephen Smith on: 19896 or email [budget@csu.edu.au](mailto:budget@csu.edu.au) .

I verify there are sufficient funds available to support this request.

**Budget Centre Manager**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

Are there any details relating to the availability of funds?

**Authorisation:**

Once you have received the budget centre managers signature for verification of funds, please forward this requisition to the Dean / Executive Director for approval by utilising the submit button.

**Submit to the Dean / Executive Director**

I authorise this action and certify that funds are available. I approve the expenditure of the funds associated with recruiting for this position including: advertising, travel, accommodation, interview expenses, removal and other related expenses.

**Dean/Executive Director**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Final Processing:**

Once you have obtained finance verification and the Dean / Executive Directors authorisation please email this requisition together with the following to [hr@csu.edu.au](mailto:hr@csu.edu.au):

- [Duty Statement](#) (general positions only), consistent with the [Position Level Descriptors](#) in the University's Enterprise Agreement.
- [Referee Check Form](#)
- **Proposed Incumbents Resume**

**HR Office:**

**HR Approval**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Additional Approval**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**Additional Approval**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**