



**Position Information:**

Position Title	Position Type
Discipline Code (Academic Only)	
Work Function	Classification Level
Faculty / Division	School / Section
Campus	Salary Account Code
Employment Status	If Part Time, What Percentage
Appointment Type	If Fixed Term or Secondment, What is the Duration?
Name of Direct Supervisor for Position	Contact Phone Number
Reason for creating this position:	

**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 commit of funds for the establishment of this position.

<b>Dean /Executive Director</b>	_____	_____	_____
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**Final Processing:**

Once you have obtained the 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.

**HR Office:**

<b><u>HR Evaluation Approval</u></b>	_____	_____	_____
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b><u>Establishment Approval</u></b>	_____	_____	_____
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

<b><u>Additional Approval</u></b>	_____	_____	_____
	<b>Name</b>	<b>Signature</b>	<b>Date</b>