**Contract Details Form - Professorial Research Fellow**

Return signed form to HRSC by email: hram@ecu.edu.au

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| **SECTION A: POSITION DETAILS AND CHECKS** |
| Position Number:        |
| Position Title:       | Position Classification:       |
| School:       | Business Unit:       |
| Supervisor Name:       | Supervisor Position Title:       |
| Proof of Work Rights Sighted? ☐Yes ☐No | Visa Required? ☐ Yes ☐ No |
| Pre-Placement Health Assessment: ☐ Medical statutory declaration attached *(Category A)*  ☐ Full Medical & Health Assessment Required *(Category B)* |
| Working with Children Check Required? ☐ Yes ☐ NoIf yes, has WWC Check been sighted? ☐ Yes ☐ No | Criminal Record Check Required? ☐ Yes ☐ No |

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| **SECTION B: APPOINTMENT DETAILS**  |
| Name of Candidate:       |
| Contract Type: [ ]  Ongoing [ ]  Fixed Term | Fixed Term Type:      *(if applicable)* |
| Occupancy: [ ]  Full-time 100% [ ]  Part-time      % |  |
| For Part Time Appointments, enter hours below:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday |
| Pay Week |       |       |       |       |       |       |       |
| Non Pay Week |       |       |       |       |       |       |       |

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| Level of Appointment:       Step:       | Superannuation: [ ]  9.25% [ ]  17% |
| Specific Salary Entitlements:      *(eg. Market Loading)*Is Relocation or a Visa required?:      (If yes, provide details including estimated budget) |

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| **SECTION B: APPOINTMENT DETAILS *(continued)*** |
| Commencement Date:       | End Date: *(if applicable)*       |
| Length of Probation:       |
| Specific Probation Conditions:       |
| Will the appointee be located in WA? [ ]  Yes Campus: [ ]  JO [ ]  ML [ ]  SW [ ]  No Location:       |
| Recognition of Prior Service: [ ]  Yes [ ]  No *(discuss eligibility with your HR Account Manager)*Comments:        |

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| **SECTION C: HIRING MANAGER’S DECLARATION** |
| I warrant that the following statements are true and accurate:*(please check the relevant boxes)*

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|[ ]  I have checked that the recommended candidate is legally permitted to work in Australia. |
|  | Or |
|[ ]  I requested that the University sponsor an appropriate visa for the recommended candidate. |
|[ ]  I have assessed the vacant position to determine the requirement for pre-employment investigations, including Working with Children Check, Criminal Record Checks and Medical and Health Assessment. I have asked my HR Account Manager for all outstanding required check to be performed. |
|[ ]  The recommended candidate has been formal assessed by the Selection Board as possessing:* The skills and capabilities required to successfully perform the responsibilities of the vacant position;
* The values of ECU (Integrity, Respect, Rational Inquiry, Personal Excellence).
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**Name of Hiring Manager:**      **Signature:** **Date:**      **Return signed form to HRSC by email:** **hram@ecu.edu.au** |