**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 ☐ No  If 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 |  |  |  |  |  |  |  | | |
| 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)*   |  |  | | --- | --- | |  | 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). |   **Name of Hiring Manager:**  **Signature:**  **Date:**  **Return signed form to HRSC by email:** [**hram@ecu.edu.au**](mailto:hram@ecu.edu.au) |