## IN CONFIDENCE

**APPLICATION FOR APPOINTMENT**

Before completing this form, please read the requirements within the Guide to Appointments.

For this application to be considered it must be completed by the relevant School Dean in sections 1 to 6 and submitted to the HR Director.

## NOMINEE details

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee’s Title:**  |  | **Nominee’s Name:** |  |
| **Current Institution (if external):** |  |
| **School/Area:** |  | **Discipline Area:** |  |
| **Current Position:** |  | **Current Academic Level:** |  |
| **Does the nominee require a work visa?**  | [ ]  Yes | [ ]  No |
| **Name of the nominating Dean:** |  |
| **Proposed Appointment** | [ ]  Ongoing | [ ]  Fixed-term (end date): |
| **Proposed Academic Level:**  | **Proposed Commencement Date:**  |

## Business case – summary of claim

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| --- |
| Provide a brief summary that the nominee:* Will enhance ECU’s research profile and reputation;
* Is of international standing;
* Has achieved eminence in his/her field;
* Has demonstrated leadership qualities and would be judged as outstanding if being assessed for an advertised vacancy in his/her field at the University.

You may include the infrastructure needed and other support the nominee may require upon appointment.  |
| (insert text here) |

## Statement of benefits to the university

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| Clearly outline the short and long term benefits of appointing this nominee to the University.  |
| (insert text here)*Maximum of 800 words (in section)* |

## LIST OF ATTACHMENTS

|  |
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| Ensure a copy of the nominee’s current curriculum vitae (CV) is attached, including details of publications. You may wish to attach further documentation to support this application. Please list after the CV.  |
| **Attachments**[ ]  Current Curriculum Vitae[ ]  Other supporting document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other supporting document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other supporting document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

## REFEREE RECOMMENDATIONS – NOMINATED BY THE DEAN

|  |
| --- |
| Provide the names of at least three (3) referees that are independent but relevant to the nominee’s discipline area.  |
| **Referee 1:** [insert name here] | **Referee 1. Institution and Address:** [insert details here] |
| **Email:** |
| **Telephone:** | **Fax no:** |
| **Referee 2:** [insert name here] | **Referee 2. Institution and Address:** [insert details here] |
| **Email:** |
| **Telephone:** | **Fax no:** |
| **Referee 3:** [insert name here] | **Referee 3. Institution and Address:** [insert details here] |
| **Email:** |
| **Telephone:** | **Fax no:** |

## VICE-CHANCELLOR’S SELECTION BOARD – EXTERNAL ACADEMIC NOMINATED BY THE DEAN

|  |
| --- |
| Nominate an external academic to participate in the V-C’s Selection Board, as per 3.4 of the Guide. |
| **External Member Name:** |  | **Institution:**  |  |
| **Email:** |  | **Telephone:** |  |
| **Reason(s) for selection:** |  |
| **Availability:** (indicate when the person is available for a meeting/interview) |  |

## RECOMMENDATION BY THE VICE-CHANCELLOR’S SELECTION BOARD

(To be completed by a member of the Board)

|  |
| --- |
| **RECOMMENDATION ON BEHALF OF THE BOARD:****Does the Board recommend an appointment be made for the Vice-Chancellor’s approval?** [ ]  Yes [ ]  No**Confirm the academic level of appointment (e.g. ALEVE):** **Confirm if the appointment is ongoing or fixed-term:** [ ]  Ongoing [ ]  Fixed-term (end date): \_\_\_\_\_\_\_\_\_\_**Complete -** [**Contract Details Form**](http://intranet.ecu.edu.au/staff/centres/human-resources-service/our-services/recruiting-appointing-inductions-and-probation/recruiting-ongoing-staff) |
| **Name:** | Ms Jenny Robertson – Director, Human Resources Services Centre |
| **Signature:** |  |
| **Date:** |  |

**HR USE ONLY**

## VICE-CHANCELLOR’S SELECTION BOARD MEMBERS

|  |  |
| --- | --- |
| **POSITION** | **COMMITTEE MEMBER** |
| Vice-Chancellor (Chair) | Professor Steve Chapman |
| Deputy Vice-Chancellor (Academic) | Professor Arshad Omari |
| Deputy Vice-Chancellor (Research) | Professor John Finlay-Jones |
| Head of the relevant School or nominee |  |
| ECU Professor (nominated by the Vice-Chancellor) |  |
| An external Academic (nominated by the Dean) |  |
| Director, Human Resources | Ms Jenny Robertson |
| Executive Officer  |  |