

<b>HR004</b>				
<b>CASUAL ADDITIONAL WAGE TYPE/COST CENTRE FORM</b>				
<input type="checkbox"/> Add a Wage Type (complete all sections below)		<input type="checkbox"/> Add a cost centre (complete sections 1,2,3 and 7 only) Cost centre must be within the same School/Area		
<b>Section 1 PERSONAL DETAILS</b>				
Prefix (please tick) <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Mr <input type="checkbox"/> Dr   (Please provide original or a certified copy of your academic or professional qualification)				
Family name:		Given names:		
Employee ID:	Date of Birth:	Gender: Male/Female		
<b>Section 2 EMPLOYMENT DETAILS</b>				
Faculty:		School:		
Department/Area:		Campus:		
Start Date:	End Date: <span style="float: right;"><i>only if required</i></span>			
<b>Section 3 APPOINTMENT DETAILS</b>				
DETAIL DUTIES: Detail here the duties the casual employee is expected to carry out				
Cost Centre	Fund	Classification Code/Wage Type	Rate of Pay	Total estimated hours
<b>Section 4 ADDITIONAL INFORMATION</b>				
Does this appointee require a Working With Children Check?		YES/NO		
If yes, a certified copy of the Working with Children Check Card <b>must</b> be attached. The Card number and expiry date must be legible. Further information on the Working with Children Check is available at <a href="http://www.latrobe.edu.au/hr/recruitment/working-with-children/">http://www.latrobe.edu.au/hr/recruitment/working-with-children/</a>				
<b>Section 5 VISA INFORMATION</b>				
Please tick the appropriate working status				
<input type="checkbox"/> Australian Citizen		<input type="checkbox"/> Permanent Resident or New Zealand Citizen		<input type="checkbox"/> Temporary Visa
The School must sight the work permit and attach a copy of the Entry Visa to this form				
<b>Section 6 AGREEMENT</b>				
I declare that I have received and read the Information Sheet for Casual Employees regarding regulations of employment.				
Employee Name – please print		Employee Signature		Date
<b>Section 7 APPROVAL</b>				
I certify that funds are within the total approved for this cost centre and fund. I confirm that this appointment is in accordance with the definition of casual employment as defined in the Information Sheet for Managers and Administrators relating to the Engagement of Casual Staff Members. As Head of School of equivalent I have read the conditions of employment in regard to casual employment and state that this contract complies with the rules and regulations of the University as set out in the Human Resources Manual. I confirm a completed copy of this form will be supplied to the employee				
Supervisor Name – please print		Supervisor Signature		Date
Approver Name (Head of School or equivalent)		Approver Signature		Date
<b>Section 8 PEOPLE AND CULTURE USE ONLY</b>				
Prepared by:			Date:	

