



FINANCIAL & STAFF RESOURCES COMMENCEMENT OF NON-UNIVERSITY STAFF

Fields marked with an * are mandatory fields within the applicable section. Where these fields are not completed, the form will be sent back to the person outlined in Section 3 below.

Please note: The appointment of a Non-University Staff member can only be for a maximum of **1 year at a time**.

This form is required for access to facilities within the University (specifically IT related systems access), and should be completed by the non-university personnel and should be signed by the Head of School/Director or equivalent. Please return this completed form to your relevant FSR team.

APPOINTMENT TYPE

New Appointment (Sections 1B, 2 & 3)

Renewal of Appointment (Sections 1A & 3)

SECTION 1A - APPOINTEE DETAILS

Staff Number

*Family name

*Appointment end date

Please note: Renewal will start the day after the previous end date and can only be set up for 1 year at a time.

SECTION 1B - APPOINTEE DETAILS (*Appointee to complete*)

*Title

*Family name

*First Names

Preferred first name

*Gender

*Home/Business Address

*Phone Number

*Date of Birth (dd/mm/yy)

(please provide documentary proof - i.e. passport)

Appointment *from (dd/mm/yy)

*to (dd/mm/yy)

Please note: End date must not be more than one year after Start Date.

*Contractor/Visitor's signature

Date (dd/mm/yy)

SECTION 2 - SPONSORSHIP DETAILS

*Proposed Job Title

*Work Location

(School/Admin dept)

*UWA Sponsor Name

(Name of UWA staff engaging this person)

*Mailbag

UWA Sponsor

Employee Number

UWA Sponsor/Contact

Persons Email Address

SECTION 3 - HEAD OF SCHOOL/DIRECTOR

Name

Date (dd/mm/yy)

Signature of Head of School/Director