

## CASUAL CONVERSION APPLICATION FORM

**PLEASE COMPLETE AND FORWARD TO:**

Human Resources Branch, Division of University Operations

*This form is to be used by a casual employee (who is employed as a professional staff member) to apply for conversion to continuing/fixed-term employment.*

**STAFF MEMBER DETAILS (PLEASE USE BLOCK CAPITALS)**

**Staff ID:** \_\_\_\_\_ **School/Branch:**..... **Work phone:** .....

**Title:** ..... **Family name:**..... **Given names (in full):** .....

I hereby apply for conversion of my casual status to continuing/fixed-term employment. I can confirm that I have worked on a regular and systematic basis in the same or a similar and identically classified position in the same School/Branch.

over the immediately preceding period of 12 months and in those immediately preceding 12 months the average weekly hours worked equalled at least 50% of the ordinary weekly hours that would have been worked by an equivalent full-time staff member,

OR

over the immediately preceding period of at least 24 months.

I understand if my application for conversion is rejected I will not be entitled to apply again within 12 months from date of application except where:

- (a) that rejection was solely based upon the grounds that I was performing work which will either cease to be required or will be performed by a non-casual employee, within 26 weeks (*from the date of application*) and those grounds have ceased to apply.

Should my application be successful I understand that I will not have my casual service count as service for the purpose of calculating any other existing entitlements except for:

- (a) long service leave; and
- (b) any applicable unpaid maternity/adoption/paternity leave.

Signature: ..... Date: .....

Attach supporting documentation, eg copies of your Casual Employment forms (CEG) to support your application and retain a copy of the application

**AUTHORISATION (ALL SIGNATURES ARE REQUIRED)**

**Head of School/Branch Manager**

- I support the application and a contract of employment request will be raised through AppoINT with the relevant Position Description and Curriculum Vitae.
- I do not support the above application for conversion on the basis that:
  - the employee is a student, or has recently been a student, other than where their status as a student is irrelevant to their engagement and the work required;
  - the employee is a genuine retiree;
  - the employee is performing work which will either cease to be required or will be performed by a non-casual employee, within 26 weeks (*from the date of application*);
  - the employee has a primary occupation with the University or elsewhere, either as an employee or as a self-employed person;
  - the employee does not meet the essential requirements of the position;
  - the work is ad hoc, intermittent, unpredictable or involves hours that are irregular;
  - there is financial uncertainty;
  - the work is a specific project or task; or
  - other (*please specify*):

Ensure the applicant is provided with a copy of this form and the justification for rejection of the application. This form including the justification should be forwarded to Human Resources via the Executive Dean/Director.

Remuneration and Benefits Handbook	Casual Conversion Application Form	Effective Date:	28 March 2018	Version 1.1
Authorised by	Director, Human Resources	Review Date:	28 March 2021	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			

Name (please print): .....

Signature: ..... Date: .....

**AUTHORISATION (ALL SIGNATURES ARE REQUIRED)**

**Manager**

I approve .....  I do not approve

Name (please print): .....

Signature: ..... Date: .....