

Casual Conversion Application Form - Academic



THE UNIVERSITY
of ADELAIDE

PLEASE COMPLETE AND FORWARD TO:

HR Service Centre, Division of University Operations

Email: hrservicecentre@adelaide.edu.au

This form is to be used by a casual staff member (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. I can confirm that I have been employed by the University for at least 12 months and:

over the past six months I have worked a regular pattern of hours on an ongoing basis which without significant adjustment I could continue to work as a full-time or part-time staff member,

AND

within the last six months I have not made a previous application for casual conversion, refused an offer for conversion from the University, or been notified by the University that there are reasonable grounds which justify not offering to convert my role.

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

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: Click to enter date

Attach supporting documentation, e.g. 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 Selection Criteria/Role Statement and Curriculum Vitae.

I do not support the above application for conversion on the basis that there are reasonable grounds to refuse the request which are:

- the position will cease to exist in the next 12 months;
- the hours of work which are required will be significantly reduced in the next 12 months;
- there will be significant change in the days on which work is required to be performed in the next 12 months which cannot be accommodated within the days that the staff member is available to work during this period;
- making the offer would not comply with a recruitment or selection process required by or under a law of the Commonwealth or a State or Territory;
- the staff member is in a casual academic role with the University which is confined to the performance of teaching and related duties. Conversion would result in the University being required by its Enterprise

