

# CASUAL APPOINTMENT (for employees paid by claim/timesheet)



THE UNIVERSITY  
OF QUEENSLAND

## PART A – STAFF MEMBER’S DETAILS

Please complete this section and return the form to the Organisation Unit Finance Officer for processing of your appointment

### PERSONAL DETAILS

Aurion No:		Employee No:		Student No:	
Title:			Given Names:		
Surname:			Post Nominal:		
Date of Birth: (Please provide a certified copy of birth certificate or passport)			Gender:	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> X (Indeterminate/Intersex/Unspecified)	
Home Phone No:			Mobile No:		
Home Address:					
Suburb:			State		Post Code
Enter if different to home address					
Postal Address PO Box details:					
Suburb:			State		Post Code
Email Address:					
Next of Kin:			Relationship		Phone:
Qualifications (State where & year each obtained):					

☐ Yes ☐ No Are you a current University Student?

☐ Yes ☐ No Do you hold a UQ Scholarship?

☐ Yes ☐ No Are you a permanent resident of Australia? If not, please supply working visa details and proof of private health insurance.

### INDIGENOUS AUSTRALIAN STATUS – PLEASE SELECT ONE

- ☐ Neither Aboriginal nor Torres Strait Islander origin
- ☐ Aboriginal origin
- ☐ Torres Strait Islander origin
- ☐ Aboriginal AND Torres Strait Islander origin

I verify that the above information is true and accurate

Signature:

Name

Date

In addition to this form, you must complete:

- ☐ Tax Declaration Form
- ☐ [Salary Payment](#) Form

All forms are available from the Organisation Unit Finance/Administration Officer or Payroll Section.

Please return all forms to the Organisation Unit Finance/Administration Officer or Institute Human Resource Officer.

Office Use Only

Date Rec:

Acknowledged By:

Attach [CasualAppointmentPARTB form](#) with costing completed and send to Supervisor

*UQ collects gender for a variety of purposes, including internal and mandatory external reporting to comply with legislative and other reporting requirements of the University. For more information about the use of and access to staff gender data, go to the [Gender Diversity site](#).*