

# RECRUITMENT REQUEST FORM - PERMANENT



## POSITION DETAILS *(Manager to use this area to request recruitment for a vacant position)*

Job Ref (admin use only):

Location/Campus							Proposed Start Date: (Pay Day Calendar)	
Position Title							Pos. No.	
Responsible To:							Pos. No.	
Nature of Employment							End Date:	
Employment Status								
<b>ROSTER</b>	SUN	M	T	W	T	F	SAT	Total Weekly Hrs
Start Time								
Finish Time								
Total Hours								

### Cost Codes

FUND								
ORG								
PROG								
%								

Level & Step						
Base Rate	Penalty Rates to be Applied			Total Rate	Wkly Hrs	Total Salary pa

Comments or Additional Requirements for recruiting:

## Manager approval to recruit

Name: Date: Signature:

## SUCCESSFUL CANDIDATE DETAILS

Full Name				First Name:			
Address:			Suburb:	State:	Postcode:		
Phone			Email				D.O.B
Start Date	Confirmed <small>This date will be used on LOO</small>	Staff No (if already at CSCS):	Current Employment Basis				

☐ Direct Employment Recommendation (please provide justification)

Before Offer is given	Required	Requested	Supplied	To Process Offer	Prepared	Returned
ID (Visa, Licence etc)						
Police Check				Letter of Offer/Engagement		
Functional				Position Description		
References				Onboarding Forms		
Working with Children				Change of Faction		

**Recruitment Officer** I confirm that the proposed candidate has fulfilled all CSCS recruitment requirements, and I have prepared and checked all of the attached documents requesting authorization to employ.

Name: Date: Signature:



Dear

Congratulations! As discussed, we are pleased to offer you a position at Charles Sturt Campus Services.

We look forward to getting to know you and having you join our team.

### Acceptance of Offer

If you would like to accept the offer, kindly read and sign the attachments and return ASAP together with the Employment Forms below.

Please also send us a copy of your ID and relevant qualifications.

### Employment Forms

Please complete the Employment Forms below which are available to download from our website at <https://www.csu.edu.au/enterprise/cscs/jobs/onboarding2> and return ASAP.

1. [Banking Details Form](#)
2. [New Employee Information Form](#)
3. [Superannuation Application form](#)
4. [Tax file Declaration Form](#)
5. [Equal Opportunity Data Collection Form](#)
6. [Image Use Consent Form](#)

### Orientation

Your first day of Orientation will include; meetings with the staff in your team and within the service; uniform & PPE issue; online Induction and a tour of the facilities.

We welcome you to preview or begin your online induction prior to the first day; you can access via our website at <https://www.csu.edu.au/enterprise/cscs/staff-resources/induction>.

Your orientation/induction will be an on-going learning process. We encourage you to ask questions freely. You may also like to familiarize yourself with our website located at [www.csu.edu.au/enterprise/cscs/home](http://www.csu.edu.au/enterprise/cscs/home) which has more information about our company, news, and the people you will be working with.

If you have any queries or would prefer to come into the office and sign the offer and forms please contact me to arrange a suitable time.

Yours sincerely,

Shadhi Khalili  
CSCS Corporate Services Officer



Dear

**OFFER OF EMPLOYMENT**

It is my pleasure to offer you an appointment at Charles Sturt Campus Services Limited. Details of this appointment are set out in this letter, which contains important information that you should read before accepting the offer.

<b>Position title</b>	
<b>Responsible to</b>	
<b>Location</b>	
<b>Classification</b>	
<b>Employment status</b>	
<b>Nature of employment</b>	
<b>Commencement date</b>	
<b>Cessation date</b> (applies to Fixed Term only)	
<b>Salary</b> (per annum)	
<b>Superannuation</b>	Charles Sturt Campus Services Limited will make an employer contribution in accordance with Clause 13 of the Charles Sturt Campus Enterprise Agreement 2019 to your Superannuation account. You can elect for superannuation contributions to be paid into a complying superannuation fund. Australian Super is the default superannuation provider for CSCS. In the absence of election or stapled fund, employer contributions default to Australian Super.
<b>Hours per week</b>	
<b>Probation</b>	6 months minimum

The terms and conditions of your appointment to this position are outlined in this letter and the Charles Sturt Campus Services Limited Enterprise Agreement 2019 (available at <https://www.fwc.gov.au/documents/documents/agreements/fwa/ae503690.pdf>).



Registered office:  
Division of Finance Building 8  
Charles Sturt University  
Wagga Wagga NSW 2678

Tel: +61 2 6933 4747  
Email: [cscs@csu.edu.au](mailto:cscs@csu.edu.au)

It is a condition of this offer of appointment that you comply at all times with the policies which Charles Sturt Campus Services Limited has adopted or may adopt, from time to time in relation to employment matters and to the operation and governance of Charles Sturt Campus Services Limited. However, the terms of those policies do not form part of this offer of employment.

I have included a Fair Work Information Statement, as required under the *Fair Work Act 2009*.

Until the duplicate of this letter and the relevant attachments have been signed and returned, and you have commenced your employment with the Charles Sturt Campus Services Limited, you will not have accepted this offer of employment. Your acceptance, together with the relevant enclosures, should be returned to the Charles Sturt Campus Services office.

It is important to note that you will not be permitted to commence work until you have also produced the following documentation. Please note that **original documents are required** (or copies certified by a Justice of the Peace - <http://australia.gov.au/topics/law-and-justice/justices-of-the-peace>):

- your Birth Certificate or current Passport. If these documents are not readily available, a combination of a current drivers licence together with a valid Medicare card or bank credit/debit card will be accepted;
- any qualifications obtained;
- proof of residency status giving the right to employment in Australia and your Passport (if applicable); and
- documents related to a change of name [e.g. Marriage Certificate] (if applicable).

These documents must be presented to your supervisor before or on your first day at work for copying, signing and forwarding to the Charles Sturt Campus Services Limited office for your personnel file.

You are required to complete an induction within your first week of employment at Charles Sturt Campus Services Limited. You should make arrangements with your supervisor to complete this at the earliest opportunity.

No one other than the General Manager is authorised by Charles Sturt Campus Services Limited to convey to you variations in the conditions of your appointment and this letter supersedes all prior discussions and communications and represents the entire conditions of the appointment.

The preceding paragraphs of this letter constitute a formal offer of employment which is subject to your acceptance by signing the enclosed copy of this letter, as indicated thereon, and returning it to me within ten (10) days of the date of this letter.

I trust that you will find your employment with Charles Sturt Campus Services Limited rewarding. Please do not hesitate to contact me, or your supervisor, if you have any questions about this letter or any matter related to your employment with Charles Sturt Campus Services Limited.

Yours sincerely

**Martin Dooner**  
General Manager  
Date:

#### Attachments

Position Description

[Fair Work Information Statement](#)



**ACCEPTANCE:**

I accept the abovementioned position, salary offered and conditions as set out in this letter. I have completed the requisite forms and return these documents with this acceptance as required.

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**I certify (circle the appropriate response) that:**

- a) To the best of my knowledge, I have no health conditions which would prevent me carrying out the duties of this position or which might be aggravated by my acceptance of this position;

**OR**

- b) I am prepared to discuss my health status with the appropriate officer of Charles Sturt Campus Services Limited on a confidential basis. I understand that, prior to confirmation of this appointment; I may be required to undertake a health and workplace assessment, or a medical examination, to ensure that I am able to undertake the inherent requirements of the position.
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**I will commence duty on** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please provide an appropriate telephone number to enable your supervisor to contact you to discuss arrangements for your first day of work.

Preferred contact number: \_\_\_\_\_

Signed \_\_\_\_\_ /\_\_\_\_/\_\_\_\_  
Date

**Please return your acceptance and completed forms to the Charles Sturt Campus Services Limited office**



## Position Description Acknowledgement Form

I acknowledge that I have received a copy of the position description, and that I have read and understand the contents of the position description.

.....  
Signature

.....  
Date

.....  
Print Name

## IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS

Find out more about your workplace entitlements and obligations during the impact of coronavirus at [coronavirus.fairwork.gov.au](https://coronavirus.fairwork.gov.au)

Employees in Australia have entitlements and protections at work, under:

### FAIR WORK LAWS

- minimum entitlements for all employees
- includes the National Employment Standards

### AWARDS

- set minimum pay and conditions for an industry or occupation
- cover most employees in Australia

### ENTERPRISE AGREEMENTS

- set minimum pay and conditions for a particular workplace
- negotiated and approved through a formal process

### EMPLOYMENT CONTRACTS

- provide additional conditions for an individual employee
- can't reduce or remove minimum entitlements

Find your award at [www.fairwork.gov.au](https://www.fairwork.gov.au). Check if your workplace has an enterprise agreement at [www.fwc.gov.au/agreements](https://www.fwc.gov.au/agreements)



### CASUAL EMPLOYEES

If you are a casual employee, you also need to be given the Casual Employment Information Statement when you start work. Visit [www.fairwork.gov.au/ceis](https://www.fairwork.gov.au/ceis) for more information.



### PAY

Your minimum pay rates are in your award or enterprise agreement. If there is no award or agreement for your job, you must get at least the National Minimum Wage. **You can't agree to be paid less.** Minimum pay rates are usually updated yearly.

Find out what you should get at [www.fairwork.gov.au/minimum-wages](https://www.fairwork.gov.au/minimum-wages)

**NATIONAL MINIMUM WAGE**  
FROM 1 JULY 2021



**\$20.33/hour**  
full-time or part-time



**\$25.41/hour**  
casual



Use our free calculators to check your pay, leave and termination entitlements at:  
[www.fairwork.gov.au/pact](https://www.fairwork.gov.au/pact)

This is the adult minimum rate for employees with no award or enterprise agreement. Lower rates may apply to juniors, apprentices and employees with disability.



### NATIONAL EMPLOYMENT STANDARDS

These are minimum standards for all employees. Rules and exclusions may apply. **Your award or agreement may provide more.** Find more information on the National Employment Standards at [www.fairwork.gov.au/NES](https://www.fairwork.gov.au/NES)

	Full-time and part-time employees	Casual employees
<b>Annual leave</b>	✓ 4 weeks paid leave per year (pro rata for part-time employees) + 1 week for eligible shift workers	✗
<b>Personal leave</b> (sick or carer's leave)	✓ 10 days paid leave per year (pro rata for part-time employees)	✗
<b>Carer's leave</b>	✓ 2 days unpaid leave per permissible occasion (if no paid personal leave left)	✓ 2 days unpaid leave per permissible occasion
<b>Compassionate leave</b>	✓ 2 days paid leave per permissible occasion	✓ 2 days unpaid leave per permissible occasion
<b>Family &amp; domestic violence leave</b>	✓ 5 days unpaid leave per 12 months	✓ 5 days unpaid leave per 12 months
<b>Community service leave</b> • Jury service	✓ 10 days paid leave with make-up pay + unpaid leave as required	✓ Unpaid leave as required
• Voluntary emergency management activities	✓ Unpaid leave as required to engage in the activity	✓ Unpaid leave as required to engage in the activity
<b>Long service leave</b>	✓ Paid leave (amount and eligibility rules vary between states and territories)	* Varies between states and territories
<b>Parental leave</b> eligible after 12 months employment	✓ 12 months unpaid leave - can extend up to 24 months with employer's agreement	✓ 12 months unpaid leave for regular and systematic casuals - can extend up to 24 months with employer's agreement
<b>Maximum hours of work</b>	✓ Full-time employees – 38 hours per week + reasonable additional hours Part-time and casual employees – 38 hours or employee's ordinary weekly hours (whichever is less) + reasonable additional hours	
<b>Public holidays</b>	✓ A paid day off if you'd normally work. If asked to work you can refuse, if reasonable to do so	✓ An unpaid day off. If asked to work you can refuse, if reasonable to do so
<b>Notice of termination</b>	✓ 1-5 weeks notice (or pay instead of notice) based on length of employment and age	✗
<b>Redundancy pay</b> eligible after 12 months employment	✓ 4-16 weeks pay based on length of employment (some exclusions apply)	✗
<b>Casual conversion</b>	✗	✓ The right to become a full-time or part-time employee in some circumstances

## IMPORTANT INFORMATION ABOUT YOUR PAY AND CONDITIONS



### FLEXIBILITY

After 12 months employment, you can make a written **request for flexible working arrangements** if you're 55 or over, a carer, have a disability, are experiencing violence from a family member (or are supporting a family or household member who is), or are the parent of, or have caring responsibilities for, a child of school age or younger. This includes employees returning from parental or adoption leave asking to work part-time to care for the child. Your employer must respond in writing within 21 days. They can only say no on reasonable business grounds.

You and your employer can also **negotiate an individual flexibility arrangement**. This would change how certain terms in your award or enterprise agreement apply to you. An individual flexibility arrangement must be a genuine choice – it can't be a condition of employment – and it must leave you better off overall. Find out more at:

[www.fairwork.gov.au/flexibility](http://www.fairwork.gov.au/flexibility)

### DID YOU KNOW?

You can create a free My account to save your workplace information in one place at:  
[www.fairwork.gov.au/register](http://www.fairwork.gov.au/register)

You can find free online courses to help you start a new job or have difficult conversations at work, visit:  
[www.fairwork.gov.au/learning](http://www.fairwork.gov.au/learning)

The **Record My Hours app** makes it quick and easy to record the hours you work. It's free on the App Store and Google Play.



### ENDING EMPLOYMENT

When your employment ends, your final pay should include all **outstanding entitlements**, such as wages and unused annual leave and long service leave.

You may be entitled to **notice of termination**, or pay instead of notice. If you're dismissed for serious misconduct, you're not entitled to notice. If you resign you may have to give your employer notice. To check if notice is required and what should be in your final pay visit:

[www.fairwork.gov.au/ending-employment](http://www.fairwork.gov.au/ending-employment)

If you think your **dismissal was unfair** or unlawful, you have **21 calendar days** to lodge a claim with the Fair Work Commission. Rules and exceptions apply. Find out more at:

[www.fairwork.gov.au/termination](http://www.fairwork.gov.au/termination)



### PROTECTIONS AT WORK

**All employees have protections at work.** You can't be treated differently or worse because you have or exercise a workplace right, for example, the right to request flexible working arrangements, take leave or make a complaint or enquiry about your employment.

You have the right to join a union or choose not to, and to take part in lawful industrial activity or choose not to.

You also have protections when temporarily absent from work due to illness or injury, from discrimination, bullying and harassment, coercion, misrepresentation, sham contracting, and undue influence or pressure. Find out more at:

[www.fairwork.gov.au/protections](http://www.fairwork.gov.au/protections)



### AGREEMENT MAKING

Enterprise agreements are negotiated between an employer, their employees, and any employee representatives (e.g. a union). This process is called 'bargaining' and has to follow set rules. The Fair Work Commission checks and approves agreements. For information about making, varying, or terminating an enterprise agreement visit:

[www.fwc.gov.au/agreements](http://www.fwc.gov.au/agreements)



### TRANSFER OF BUSINESS

If a transfer of business occurs, your employment with your old employer ends. If you're employed by the new employer within three months to do the same (or similar) job, some of your entitlements might carry over to the new employer. This may happen if, for example, the business is sold or work is outsourced. Find out more at:

[www.fairwork.gov.au/transfer-of-business](http://www.fairwork.gov.au/transfer-of-business)



### RIGHT OF ENTRY

Union officials with an entry permit can enter the workplace to talk to workers that they're entitled to represent, or to investigate suspected safety issues or breaches of workplace laws.

They must comply with certain requirements, such as notifying the employer, and can inspect or copy certain documents. Strict privacy rules apply to the permit holder, their organisation and your employer. Find out more at:

[www.fwc.gov.au/entry-permits](http://www.fwc.gov.au/entry-permits)

## WHO CAN HELP?

### FAIR WORK OMBUDSMAN

- information and advice about pay and entitlements
- free calculators, templates and online courses
- help resolving workplace issues
- enforces workplace laws and seeks penalties for breaches of workplace laws.

[www.fairwork.gov.au](http://www.fairwork.gov.au) - 13 13 94

### FAIR WORK COMMISSION

- hears claims of unfair dismissal, unlawful termination, bullying, discrimination or 'adverse action' at work
- approves, varies and terminates enterprise agreements
- issues entry permits and resolves industrial disputes.

[www.fwc.gov.au](http://www.fwc.gov.au) - 1300 799 675

If you work in the commercial building industry the Australian Building and Construction Commission can help.  
[www.abcc.gov.au](http://www.abcc.gov.au) - 1800 003 338