

DOCUMENTATION REQUIRED FOR APPOINTING NEW ANCILLARY STAFF

All Employees

1.	A4 - Application for Employment Non-Teaching Staff
2.	Appointment & Acceptance Letter – signed & dated by both employee and Principal
3.	CH – Referee Checklist for Diocesan Director or Representative
4.	Copy of current Blue Card + Link an Applicant/Cardholder to this Organisation form OR Copy of Application for Blue Card and/or Lodgement advice if submitted online
5.	Copy of Birth Certificate / Passport / Visa / Australian Citizenship
6.	Copy of Change of Name Certificate / Marriage Certificate
7.	PR1 – Employee Nomination Form
8.	Superannuation Form – (PR1)..... If own Super Fund PLUS Standard Choice Form (ATO) + Compliance Letter from Fund
9.	Tax file number declaration Form
10.	Certified copy of all tertiary qualifications at degree level – Level 6 & 7 only

Other Awards

Staff appointed to a classification other than a School Officer requires all of the above **PLUS** a Position Description.

11.	Position Description – signed & dated by employee
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DOCUMENTATION REQUIRED FOR CURRENT ANCILLARY STAFF

Casual to fixed term contract	C3
Casual to continuing term-time, part-time or full-time position	<ul style="list-style-type: none"> • Appointment Letter • Position Description
Continuing term-time, part-time or full-time position to casual	<ul style="list-style-type: none"> • Resignation Letter • Appointment Letter
Fixed term to continuing position	<ul style="list-style-type: none"> • Appointment Letter • Position Description
Continuing term-time to part-time	<ul style="list-style-type: none"> • Appointment Letter • Position Description
Extension of fixed term contract (has never been appointed to continuing casual position)	<ul style="list-style-type: none"> • Appointment Letter • Position Description
Extension of fixed term contract (was originally appointed to continuing casual position)	C3
Change to hours	C3
Continuing employee changes hours for a fixed period (returns to previous continuous appointment and hours after completion of fixed term)	C3

PLEASE NOTE: Failure to forward the above documentation when appointing staff will delay the appointment process and therefore details may not be processed in time for the appropriate pay cycle