Description: Description: ADS-Email-Banner-03

Approval - New Appointment or Change Existing Position

All proposed ADS staff appointments/changes will need to be approved by the General Manager with relevant Directors recommendation and CFO sign off.

Approval must be gained before commencing advertising or change made.

|  |  |
| --- | --- |
| **New Employee or Existing Employee** | New  Existing |
| **For Existing staff -** | Current Arrangements   * Fortnightly Hours * Term of employment * Pay Rate       annual /per hour |
| Proposed Arrangements   * Fortnightly Hours * Term of employment * Pay Rate       annual /per hour |
| **Proposed Position Title** |  |
| **Position Justification** |  |
| **Which entities will this position support?** | Anglicare  Registry Office  Schools  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Term of Employment** | On-going  Non on-going |
| **Salary** | annual or       per hour |
| **Other Costs** | Phone  Laptop  Car  Other (pls list) |
| **Total Cost** | (including on-costs) |
| **Location** |  |
| **Budget effects** |  |
| **Requested by** |  |
| **Directors Recommendation** |  |

Approved  Yes  No

CEO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

CFO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_