Appendix 1

**Request to engage an Intern**

**Requester Details:**

|  |  |
| --- | --- |
| Name |  |
| Faculty/Service |  |
| Cost Code |  |

**Casual Worker Information:**

|  |  |
| --- | --- |
| Job title |  |
| Anticipated start date |  |
| Contract length |  |
| Hourly rate |  |
| Total hours and cost |  |

If requesting more than one casual worker to the same role:

|  |  |
| --- | --- |
| Total number of casuals |  |
| Total hours and costs of all roles |  |

|  |
| --- |
| Briefly outline the reasons for the casual worker request and the duties the role holder(s) will be undertaking |
|  |

|  |  |
| --- | --- |
| Requestor (signed) |  |
| Date |  |

**Authorisation:**

|  |  |
| --- | --- |
| Dean of Faculty/Head of Service (signed) |  |
| Date |  |

|  |  |
| --- | --- |
| HR Partner (signed) |  |
| Date |  |

|  |
| --- |
|  |

Additional comments: