

## RECOMMENDATION FOR OCCUPANCY – ADJUNCT/VISITING ACADEMICS

**SCHOOLS/ AREAS PLEASE NOTE:**

- A Confidentiality Agreement form is required for every Visitor
- A copy of Australian Passport or a Valid Working Visa and Overseas Passport details are required. These documents need to be sighted on arrival
- A CV must be attached if 'new' or 'not visited' Curtin within the last 2 years
- For letters requiring Visa sponsorship a detailed program must be attached with the Recommendation for Occupancy form when submitted to Human Resources
- Detailed program (Please note that this is a requirement from the Department of Immigration).

*Human Resources will include notification of requirements on Offer Letter. Please be aware Visitors to the university will not be paid or issued with Staff ID Numbers until all compulsory requirements are met.*

**Please PRINT clearly**

<b>Employee ID Number</b>		<b>Title</b>	Mr/Mrs/Ms/Professor/Assoc Prof/Dr			
<b>Family Name</b>						
<b>First Name</b>			<b>Other Name</b>			
<b>Address</b>						
<b>Suburb</b>			<b>State</b>		<b>Post Code</b>	
<b>Home Telephone</b>		<b>Birth Date</b>				<b>M/F</b>
<b>Mobile Number</b>			<b>E-mail address</b>			

Citizenship code

- 1 – Australian Citizen
- 2 – New Zealand or Citizen with Permanent Resident status
- 3 – Non-Permanent Resident other than New Zealand

**POSITION DETAILS**

<b>Start Date:</b>	<b>End Date:</b>	
<b>Dates of Visit to Curtin:</b>	<b>End Date:</b>	
<b>Start date:</b>		
<b>Position Title:</b>		
<b>School / Area:</b>		
<b>Position Reports to: (Position title)</b>	<b>Position Number:</b>	
<b>Long or Short C Level Code</b>	<b>C level Description:</b>	
<b>Cost Centre to be debited:</b>	<b>Campus:</b>	<b>Location (Building No):</b>
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Is this position:  Teaching     Research     Teaching & Research     Other

Is this placement for a student completing their degree (Occupational Trainee)     Yes     No

Will the Visiting Academic: remain in their own country for the duration  or will they visit Curtin

**Program (attach a separate programme or provide an outline of duties/responsibilities below – a statement based on this information MUST appear in the University’s letter of formal invitation to the Visitor)**


**Remuneration payable Y/N**  (all remuneration will be accounted for and may be taxed at source or shown as assessable income on the Visitor’s Payment Summary)

<i>Type of payment</i>	<i>Amount AUD\$</i>	<i>School or HR to organise payment</i>
Airfare from _____ to Perth and return by the most economical available passenger fare (assessable)		
Airfare/s (or airfare assistance) for spouse and/or dependent children		
An Honorarium (taxed at source)		
A settling-in allowance of up to AUD \$422 (assessable)		
Assistance with living and incidental expenses \$ _____ /day for _____ working days (assessable)		
Hotel/Motel/Other Rental (subject to Fringe Benefit Tax)		
Motor Vehicle Hire (subject to Fringe Benefit Tax)		
Total Payable via Human Resources		
Total Payable via School/Area		
<b>TOTAL VALUE OF REMUNERATION PACKAGE</b>		

**Payment Method – only required if HR is to organise payment (please tick which appropriate)**

<b>Does the Visitor require a cheque or do they hold/ intend to open an Australian bank account?</b>	
Cheque: <input type="checkbox"/>	OR Payment into an Australian Bank Account: (Please supply an Employee Details form with bank account details provided) <input type="checkbox"/>

<b>SCHOOL/AREA CONTACT FOR FURTHER INFORMATION IF REQUIRED:</b>	
<b>Contact Name:</b>	<b>Position Title:</b>
<b>Contact Extn No:</b>	<b>Email:</b>

<b>AUTHORISATION</b>			
	Please write full name and position title:	Signature	Date
<b>Recommended By:</b>			
<b>Approved By:</b>			
<b>Cost Centre Manager:</b>			