



Establishment Form - Casual Position

Use this form to establish a new casual position or change details of an existing casual position.

Additional information is available in the [Establishment Guidelines](#).

| Reason for Form | |
|--|--|
| Establish New Casual Position? | Yes No - Position No. to be changed: - Nature of change: |
| Casual Position Details <small>* Indicates mandatory fields</small> | |
| * Position Title Category | Casual General Casual Academic |
| * Effective Date of Change (d/mm/yyyy) | |
| *School, Institute or Division | |
| *School/Office | |
| *Location | Campus Building |
| *First Line Recommender/Approver | Position No. Incumbent's name |
| Cost Account Number | / / / /31/00 |
| NOTE: Escalation of approval will follow normal reporting lines as reported in ALESCO. If you require more than one line of approval, you may need to contact Casual Employment on x7575 | |

| Requestor Details | |
|--------------------|--------------|
| Name: | Contact No.: |
| School/Department: | Date: |

Submit this Form via email to the Casual Employment team
casualemployment@westernsydney.edu.au

For assistance in completing this form please contact HR Operations on 9678 7575