Employment Contract Request Form

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| Employee Name: |  |
| Address: |  |
| Email address: |  |
| Position Title: |  |
| Position Reports To: |  |
| Name of Award:  (eg “Clerks Award” or “Award Free”, etc.) |  |
| Award Classification:  (eg “Lvl 3”, “Pay Point 6” or “N/A” if Award Free) |  |
| Hourly rate of Pay:  (eg $35- ph or “Pay Award Rate”) |  |
| Other notes about pay rate:  (eg “N/A”, “plus casual loading on top”, “includes shift penalties”, etc) |  |
| Start Date: |  |
| Fixed Term End Date:  (or “ongoing”) |  |
| Status (full time/part time/casual): |  |
| Hours/days per week:  (eg 7 hrs/day, Mon, Wed, Fri) |  |
| Work location:  (eg Church Offices, Allowah, etc) |  |
| Is Work From Home an option? |  |
| Is a WWCC required for this role? |  |
| Is an NDIS Worker Clearance required for this role? |  |
| Are there any other requirements specific to this role?  (eg truck licence, vaccination requirements) |  |
| Are there any other employment conditions specific to this role that need to be included in the contract? |  |
| If this contract is for an existing employee, is this contract ***in addition to*** or ***instead of***their current role? |  |

Please send a Position Description and this completed form (or an email containing all this info) to [psspayroll@pcnsw.org.au](mailto:psspayroll@pcnsw.org.au)