

# HUMAN RESOURCES

## APPLICATION FOR RECLASSIFICATION

### GENERAL STAFF POSITION

An application for reclassification may be initiated by the Occupant or by the School.

The following documentation is required for the position to be reviewed (*please tick boxes to indicate documents attached*).

- ☐ Old position description
- ☐ New position description (please ensure new position descriptions do not exceed two pages in length)
- ☐ Organisational structure chart (including position numbers, titles and classifications)
- ☐ A statement outlining the major changes to the position

#### SECTION 1 – POSITION INFORMATION

School/Admin dept. \_\_\_\_\_

Position number \_\_\_\_\_

Current Position Title \_\_\_\_\_

Reclassification is to the first step of the proposed classification level only. If occupant is to be paid at a higher step please provide documentation to HR Services once Reclassification confirmed.

Proposed position title \_\_\_\_\_

#### SECTION 2 – POSITION OCCUPANT INFORMATION

Family name \_\_\_\_\_ first names \_\_\_\_\_

Title *e.g., Mrs, Dr* \_\_\_\_\_

Tel. extension \_\_\_\_\_

School contact \_\_\_\_\_

Tel. extension \_\_\_\_\_

Occupant's signature \_\_\_\_\_

Date \_\_\_\_\_ (*dd/mm/yy*)

#### APPROVED DELEGATE TO COMPLETE

I support this application for reclassification Yes ☐ No ☐

I wish to be contacted during the assessment process Yes ☐ No ☐