



TASMANIA

Office of the State Service Commissioner

State Service Act 2000

APPLICATION FOR CHANGE OF EMPLOYMENT STATUS BY A HEAD OF AGENCY

In accordance with Commissioner’s Direction No.1, Employment in the State Service, I request that this application for change of employment status from a fixed-term employee to a permanent employee be considered by the Commissioner.

DETAILS OF EMPLOYEE CONCERNED:

Full Name:(Mr/Mrs/Miss/Ms)
 (SURNAME) (GIVEN NAMES)

Home Address: Postcode:

Phone No: (Business) (Private)

Current Duties and Level Assigned:

Agency: Division: Location:

Length of time employee has been undertaking fixed-term duties (at time of application)

Agency contact name and number:.....

PLEASE INDICATE WHETHER THE EMPLOYEE MEETS THE FOLLOWING CRITERIA:

- The employee was selected to perform the duties on merit following advertising of those duties in the Gazette
OR
The employee was a participant in an approved State Service recruitment program approved in accordance with s18(1)(j) of the *State Service Act 2000*
- The employee possesses all the necessary prerequisites to become a permanent employee
- The employee possesses the necessary qualification to undertake the duties to which he/she seeks to be assigned
- The employee has been employed for 12 months or more and the fixed-term employment appointments have been undertaken strictly in accordance with Commissioner’s Direction No.1, Employment in the State Service.
OR
- This request does not meet one or more of the above criteria, but special and compelling circumstances exist.

PLEASE SUPPLY INFORMATION WITH THIS APPLICATION TO SUPPORT THESE STATEMENTS AND JUSTIFY YOUR APPLICATION IN TERMS OF THE LEVEL AT WHICH YOU ARE SEEKING A CHANGE IN EMPLOYMENT STATUS AND HOW THIS REQUEST COMPLIES WITH THE MERIT PRINCIPLE.

NOTE: The information you supply with your application will be made available to the employee whose employment status you are applying to change.

Signed:

Date: / /

Office of the State Service Commissioner
 2nd Floor, 144 Macquarie Street, Hobart, Tasmania
 Telephone: (03) 6232 7007
 Internet: <http://www.osscc.tas.gov.au>

GPO Box 621, Hobart 7001
 Facsimile: (03) 6233 2693
 Email: osscc@dpac.tas.gov.au