



TASMANIA

Office of the State Service Commissioner

State Service Act 2000

APPLICATION FOR CHANGE OF EMPLOYMENT STATUS BY AN EMPLOYEE

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

DETAILS OF EMPLOYEE SUBMITTING THE APPLICATION:

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 I have been undertaking fixed-term duties (at time of application)

PLEASE INDICATE WHETHER YOU MEET THE FOLLOWING CRITERIA:

- I was selected to perform the duties on merit following advertising of those duties in the Gazette; OR
 I was selected from an approved Fixed-Term employment register approved in accordance with s18(1)(b) of the *State Service Act 2000*; OR
 I was a participant in an approved State Service recruitment program approved in accordance with s18(1)(j) of the *State Service Act 2000*.
- I possess all the necessary prerequisites to become a permanent employee for the employment category in question.
- I possess the necessary qualification to undertake the duties to which I seek to be assigned.
- My period of continuous employment within the State Service is in excess of that prescribed in Commissioner’s Direction 1, clause 5.17 (d).
- The duties I undertook during the period of employment within the State Service were substantially the same.
- I have an expectation of continuing employment with the Agency with whom I am employed.

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 Agency with whom you are applying to change employment status

Signed:

Date: / /

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