

## Recognition of Prior Service with other Australian Higher Education Institution(s) – Eligibility and Instruction

### 1. Prior Service Eligibility

This form is only to be completed if you have worked for other **Australian Higher Education Institution(s)** and have met the following conditions:

- Prior service with other Australian Higher Education Institutions will **not** be recognised if there has been a break in service of more than three (3) calendar months OR if due to redundancy, the break in service is greater than 52 weeks, and
- Recognition of prior service does not extend to sessional or casual service with other Australian Higher Education Institutions.

All requests for recognition of prior service must be made within six (6) months of your commencement date with ACU.

### 2. Prior Service Instruction

Please email the following request form to your previous employer only if they are an **Australian Higher Education Institution**.

To check whether your previous employer satisfies eligibility of service recognition with ACU, please copy & paste “**List of higher education institutions**” into the search bar on the Department of Education’s [resources webpage](#) and download the XLS document to see if your previous employer is listed.

If your previous employer is listed, they will need to complete the information request form on the next page and email it directly to [recruitment@acu.edu.au](mailto:recruitment@acu.edu.au)

## Recognition of Prior Service Information Request – to be completed by the previous employer (Australian Higher Education Institution)

### 1. Personal Details

Payroll/Employee Number:	<input type="text"/>	Position Title:	<input type="text"/>
First Name:	<input type="text"/>	Last Name:	<input type="text"/>
Former Name (if applicable):	<input type="text"/>	Date of Birth:	<input type="text" value="(DD-MM-YYYY)"/>

### 2. Previous Employment Details

Institution Name:	<input type="text"/>		
Start Date: (DD-MM-YYYY)	<input type="text"/>	End Date: (DD-MM-YYYY)	<input type="text"/>
Reason for leaving:	<input type="text"/>		

### 3. Enter all NON-Casual/Sessional service (all recognised service for the purposes of LSL only)

Institution Name: (newest to oldest)	Time Fraction % (full time = 1.0)	Start Date (DD-MM-YYYY)	End Date (DD-MM-YYYY)

### 4. Leave without pay (periods to NOT count as service)

Start Date (DD-MM-YYYY)	End Date (DD-MM-YYYY)

### 5. Entitlement Balances

Was the employee paid out Long Service Leave at the time of separation?	YES
	NO (pro rata hours): <input type="text"/>

6. Does your institution recognise prior service with ACU?	YES	NO
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### 7. Contact details of person who completed this form:

Full Name (please print):	<input type="text"/>	Position Title:	<input type="text"/>
Phone number:	<input type="text"/>	Email:	<input type="text"/>
Signature:	<input type="text"/>	Date: (DD-MM-YYYY)	<input type="text"/>

**Please email completed form directly to [recruitment@acu.edu.au](mailto:recruitment@acu.edu.au)**