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| Senior executive nomination |
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| Notification of employment to fill an advertised or non-advertised vacancy (**Form A**) |

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| Department or public service entity |  |
| **Nominee** (full name)If nominee is not already a senior executive, please complete form D |  |
| **Employment type** | Promotion [ ]  | At level [ ]  | External employment [ ]  |
| **Vacant role title** |  |
| **Vacant role branch** |  |
| **Vacant role division** |  |
| **Vacant role location** |  |
| **Position number** |  |
| Vacancy reference number |  | **Closing date** |  |
| **SES Level** |  | **Assessed work value**(high, low, N/A) |  |
| **Remuneration package point** |  | **Proposed effective employment date**Approval date [ ]  Entry date [ ]  |

The following documentation must be attached before submission:

|  |  |  |
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| Selection Report (signed) | [ ]  |  |
| Confirmation pre-employment checks have been undertaken | [ ]  |  |
| Role Description (including organisational chart) | [ ]  |  |

I **support** the recommendation for employment on a contract basis, and

I **certify** that the selection process has complied with relevant directives and provisions in the *Public Sector Act 2022.*

|  |  |
| --- | --- |
|  | *Date* |
| Department or public service entity chief executive officer signature | Date |