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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 |