

PERSONAL DETAILS			
University ID:		Surname:	Given Name/s:
Host School/Element:		Discipline Area:	
Academic Title Awarded:		Email address:	
Host Supervisor's Name:		Date of meeting:	
Academic Title Benefits sought:			
Library Access .....	YES <input type="checkbox"/> NO <input type="checkbox"/>	Business card.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
Internet account .....	YES <input type="checkbox"/> NO <input type="checkbox"/>	University photo ID card.....	YES <input type="checkbox"/> NO <input type="checkbox"/>
University email account .....	YES <input type="checkbox"/> NO <input type="checkbox"/>	Building access (key(s)/card).....	YES <input type="checkbox"/> NO <input type="checkbox"/>
Entry on School/Element website ..	YES <input type="checkbox"/> NO <input type="checkbox"/>		

GOALS AND OBJECTIVES
<b>Research</b>
<b>Teaching</b>
<b>Service</b>

Form Instructions: Host Supervisor and Academic Titleholder to retain copies.  
Please forward original completed form to Corporate Archives & Records Management Service (CARMS).

DEVELOPMENT SUPPORT
Describe the development support which may assist in achieving the goals and objectives.
<b>Research</b>
<b>Teaching</b>
<b>Service</b>

ACADEMIC TITLE HOLDER COMMENTS and SIGNATURE
<b>Comments</b>
<p><b>PLEASE NOTE:</b> Your demographic details and academic interests will be made available to host School/Element academic staff for curriculum and research planning purposes.</p> <p>Demographic details including contact details will also be stored to allow the host School/Element to send you general staff communications. If you do not wish your details to be made available for general staff communications please indicate below.</p>

**I DO NOT WISH MY DETAILS TO BE MADE AVAILABLE FOR GENERAL STAFF COMMUNICATIONS FROM THE UNIVERSITY**

Signature:

Date

**SUPERVISOR**

Signature:

Date

Griffith University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, except to meet government, legal or other regulatory authority requirements. For further information consult the University's Privacy Plan at <https://www.griffith.edu.au/about-griffith/governance/plans-publications/griffith-university-privacy-plan>