**Request for Payment of First Aid Allowance**

To be eligible to request this allowance, a First Aid Officer (FAO) must:

* Be a nominated First Aid Officer and
* Have current Provide First Aid and CPR qualifications; and
* Not be claiming the Fire Warden allowance.

**Please Note:**

1. The process for requesting payment of the FAO Allowance is annual and therefore this form must be completed and submitted each year following completion of annual first aid training;
2. Funding of the fortnightly First Aid Allowance is the responsibility of the Group/Element to which a FAO belongs

| **Employee and Location Details** |  |  |
| --- | --- | --- |
| Griffith ID: s       | Last Name:        | Given Names:       |
| Element/Group:       | Dept. ID:       | Campus:       |
| Building Number:      | Floor:       | Office:       |

| **Approving Authority -**  this is the person responsible for the budget allocation of this allowance |
| --- |
| Name:       |
| Signature: |
| Date:      /     /      |

|  |  |
| --- | --- |
| **Provide First Aid Certificate details** |  |
| Issue Date:      /     /      | End Date:      /     /      |
| Issued by:       | Certificate Number:       |
| **Provide CPR Certificate details** |  |
| Issue Date:      /     /      | End Date:      /     /      |
| Issued by:       | Certificate Number:       |

**The information above is true and correct:**

**Applicant Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **HR Use Only**

| **Payroll and Benefits** |  |
| --- | --- |
| Effective Date:      /     /      | End Date:      /     /      | Allowance: New ❒ Continuing ❒ |
| Signature: | Entered on System ❒ | Date:      /     /      |

**Please return this form to the Payroll Services team by email: payroll@griffith.edu.au**