

External Private Work Approval

UWS External Work Policy EWP2



Form Purpose:

This form is to be completed by all academic staff who engage in private external work. The completed form is to be submitted for approval to your Head of School/Director before conducting the work. Copies are to be retained in the School/Centre files. Please refer to the external work policy for definitions: <http://policies.uws.edu.au/index.php>

Calendar Year:

Family Name

Given Name(s)

Employee Number

Telephone

Email

External Private Work

I declare that I have read and understand the External Work Policy and that the proposed projects comply with the policy.

Description of Work:

Name of Organisation	Brief Description of Work	Dates of Work	No. of Hours
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Total Hours

Signed

Staff Member

Head Of School/Director

Date:

Date: