

Recognition of Prior Service with other Australian Higher Education Institution(s) – Information and Instruction

1. Prior Service Eligibility

This form is only to be completed if you have worked for other **Australian Higher Education Institution(s)** and have met the following conditions:

- Prior service with other Australian Higher Education Institutions will **not** be recognised if there has been a break in service of more than three (3) calendar months or if due to redundancy, the break in service is in excess of 52 weeks, and
- Recognition of prior service does not extend to sessional or casual service with other Australian Higher Education Institutions.

All requests for recognition of prior service must be made within six (6) months of your commencement date with ACU.

2. Prior Service Instruction

Please email the following request form to your previous employer only if they are an **Australian Higher Education Provider** as determined by the Higher Education Support Act 2003.

To check whether your previous employer satisfies eligibility of service recognition with ACU, please review [Subsection 16-B of the Higher Education Support Act 2003](#).

Your previous employer will need to complete the form and email it to recruitment@acu.edu.au

Recognition of Prior Service Information Request – to be completed by your previous employer only (Australian Higher Education Institution)

1. Personal Details <i>(Please use block letters)</i>			
Payroll Number (if known):		Title:	
First Name:		Last Name:	
Former Name (if applicable):		Date of Birth:	
2. Former Employment Details (to be completed by previous employer)			
Name of Institution:			
Date employment commenced:	/ /	Date employment ceased:	/ /
Reason for ceasing employment:			
Please enter all NON-CASUAL service history recognised for the purposes of LSL only			
Name of Institution(s)	Time Fraction (full time = 1.0)	Start Date DD-MM-YY	End Date DD-MM-YY
3. Leave Without Pay (periods to NOT count as service)			
	Start Date DD-MM-YY	End Date DD-MM-YY	
4. Entitlement Balances			
Was the employee paid out Long Service Leave at the time of termination?		Yes	
		No – pro rata hours:	
5. Would your institution recognise prior service with ACU?		YES	NO
6. Contact details of previous employer providing details of prior service:			
Name (please print):		Position Title:	
Contact phone number:		Email:	
Signature:		Date:	/ /

