**Section 122 Contract Engagement Details Form**

**(SES2 equivalent remuneration and above)**

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| ***DEPARTMENT/AGENCY DETAILS:*** |  |
| **Department/Agency Name:** |  |
| **CEO Approval Date:** |  |
| **PSC Chief Executive Approval Date:**  **(contract engagement above SES4 equivalent)** |  |
| **Approved PSC Scheme Name (if applicable)** |  |
| ***POSITION DETAILS:*** |  |
| **Position Title / Branch / Division** |  |
| **Departmental Position Number** |  |
| **Location** |  |
| **Recruitment Type (advertised role, exemption from advertising approval, etc.)** |  |
| **Position Value Method** |  |
| ***ENGAGEMENT DETAILS:*** |  |
| **Officer being contracted -** |  |
| (a) full name |  |
| (b) business address |  |
| (c) date of birth |  |
| (e) reversionary role and level  (if applicable) |  |
| ***CONTRACT DETAILS:*** |  |
| **Contract term:** |  |
| **Commencement date:** |  |
| **Completion date:** |  |
| **Equivalent Pay Point / Package Level:** |  |
| **Executive Vehicle Allowance (if applicable)** |  |
| **Performance/Other Payment (if applicable)** |  |
| *OTHER DETAILS:* |  |
| (a) email address |  |
| (b) phone / mobile |  |

**I confirm that the contract of employment process has been completed in accordance with the provisions of the *Public Service Act 2008* including:**

* **CEO approval for exemption from advertising (where applicable);**
* **execution of contractual arrangements; and**
* **public notification of the appointment (where applicable).**

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**HR Director**

**Form must be returned to the Public Service Commission (PSC) within 10 working days of a Section 122 contract of employment being signed.**