External Affiliate Application

What is an external affiliate?

An external affiliate is a person who does not hold any position at the University (either as an employee or contingent worker or academic status) but has an unpaid working relationship with the University that needs to be recorded in WorkDay. Affiliates do not have positions or assignments in the supervisory organisation.

Affiliate Status is required in order to obtain access to: FLO, Flinders Library and other systems.

If you require affiliate status to be granted: please complete the following form and submit to CNHS.deanpr@flinders.edu.au for approval and processing

Section A: Applicant's personal details

Please ensure all sections are completed so that affiliate may be entered correctly into our systems.

Title	*
Surname	*Click or tap here to enter text.
Given Names	*Click or tap here to enter text.
Personal ID information (required for HR system access)	* **Date of birth** Click or tap to enter a date. * **Country of Birth:** Click or tap here to enter text. * **Gender** Female ☐ Male ☐ Non-binary ☐ Other ☐
	* **Citizenship status** (note: please include a photocopy of your Passport and Visa IF not an Australian citizen)**:** Australian Citizen ☐ Australian Permanent Resident ☐ Australian Temporary Resident ☐ New Zealand Citizen ☐ Singapore Citizen ☐ Non-Resident ☐ Other ☐ (detail below): Click or tap here to enter text.
	* **Race/Ethnicity:** Not Declared ☐ Australian Aboriginal ☐ Torres Strait Islander ☐ Australian Aboriginal & Torres Strait Islander ☐ Neither Australian Aboriginal nor Torres Strait Islander ☐

Have you previously held a FAN (Flinders Access Number) and/or Payroll No? Please note failure to include this information if it applies may result in an Identity Vault conflict flag delaying activation of status.	*Yes ☐ No ☐ If Yes **FAN:** Click or tap here to enter text. **Payroll No:** Click or tap here to enter text.
Do you hold academic status or any paid position with another college or portfolio area within Flinders University?	*Yes ☐ No ☐ If Yes, please provide detail including your supervisor's name: Click or tap here to enter text.
Applicant's personal email (required for account creation/Digital Research Services – **please do not provide Flinders University email account or an email you will not be able to access prior to finalisation of this application**).	* Click or tap here to enter text.
Applicant's mobile number (required for system notification purposes)	* Click or tap here to enter text.
Applicant's Home Address	*Click or tap here to enter text.
Applicant's Current Organisation & Position Title (if applicable)	Click or tap here to enter text.
Applicant's Current Employment Classification (if applicable)	Click or tap here to enter text.
Please include Keyword descriptors of your specialty/skills/areas of interest for database	*Click or tap here to enter text.

Section B: Details supporting the application

College Sponsor Name:	* Click or tap here to enter text.
Sponsor Role and Level	**Role** Click or tap here to enter text. **Level** Click or tap here to enter text.
Sponsor email	* Click or tap here to enter text.
Sponsor Payroll ID & FAN (required in Workday)	* Click or tap here to enter text.
Proposed Start Date	Click or tap here to enter text.
Proposed End Date (please note the maximum term for Affiliate Status is 3 years)	Click or tap to enter a date.
Please **provide a statement of the reason for affiliate status**	*Click or tap here to enter text.

Additional Comments: Click or tap here to enter text.

Please review/tick confirming:

☐ * *I certify I have read and understand my obligations to Flinders University and agree upon   approval of status to comply with legislation and provisions which affect the University, and with University Statutes, By-Laws, policies, rules, and guidelines.*

☐ *I have attached a copy of my Passport/Visa (if required)*

* Applicant's Signature	X _____ * Date Click or tap to enter a date.

Section C: Supervisor (Sponsor) supporting recommendation

to be completed by Sponsor

Sponsor endorsement: ☐ Yes ☐ No

Supervisor (Sponsor) Signature	X _____ Date Click or tap to enter a date.

Please forward completed application package to cnhs.deanpr@flinders.edu.au for processing with Subject Line details referencing: **"Academic Status Application"** and the **name of the applicant.**

Section D: Recommendation & Approval

Dean People & Resources Recommendation & Approval ☐ Yes ☐ No
Name Click or tap here to enter text.

Signature	X _____ Date Click or tap to enter a date.