Our Ref:

Leadership Services Team

[SESConnect@psc.wa.gov.au](mailto:SESConnect@psc.wa.gov.au)

**FIRST APPOINTMENT TO THE SENIOR EXECUTIVE SERVICE**

In accordance with [Commissioner’s Instruction 32](https://www.wa.gov.au/government/publications/commissioners-instruction-no-32-financial-and-classification-management-of-senior-executive-service-and-other-management-executives), I advise that the selection process for the following position has been completed and provide details of the appointment as follows:

|  |  |  |
| --- | --- | --- |
| Agency name |  | |
| Employee ID number |  | |
| Position title |  | |
| Position number |  | |
| If a right of return is elected, applicable level of classification |  | |
| Name of appointee |  | |
| Post nominal letters of appointee (where applicable) |  | |
| Date of birth |  | |
| Gender |  | |
| Email address (work) |  | |
| Term of contract (years) |  | |
| Curriculum vitae | Copy attached | |
| Contract | Copy attached | |
| Is the officer currently in receipt of an allowance? | Yes | No |
| If yes, provide details |  | |
| Is the officer currently in receipt of an approved attraction and retention incentive? | Yes | No |
| If yes, provide details |  | |

Should you have any queries, please contact       (**insert name and contact details)**.

Insert name

Insert agency

Insert date

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