Our Ref:

Leadership Services Team

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

Enc