

This form is to request access to [Acendre](#), the University's recruitment system, to view candidate information in the [Talent Communities](#). Access to the Talent Communities is restricted to staff who are involved in the selection and contracting of casual employees only.

The completed form is to be submitted via jobs@scu.edu.au who will action system access and confirm once granted via email.

SECTION 1 *(to be completed by employee)*

Employee's name:

Work unit:

Specify your role: Other.....

Approximately how many recruitment processes do you manage per year:

What Acendre access do you require? ☐ Hiring Manager ☐ Work Unit Administrator

Note: Hiring Manager's have Talent Community access. **Work Unit Administrator's** have Talent Community access and will have the future ability to manage casual contracts through Acendre.

ACKNOWLEDGEMENT AND DECLARATION

- ☐ I acknowledge that during and after my employment with the University, I must not disclose or utilise any confidential information to obtain any advantage or benefit except with the prior written consent of the University. I understand that confidential information may only be disclosed to the extent required by law or as necessary to perform the duties required by this employment contract.
- ☐ I certify that the information provided in this agreement is true and correct.
- ☐ I acknowledge the University's Privacy Notice, as below.

Signature: **Date:**

SECTION 2 *(to be completed by Head of Work Unit or Faculty Manager)*

I approve of the above Acendre Talent Community request

Signature: **Date:**
(Faculty Manager/HoWU or nominated delegate)

Privacy notice

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. Access to candidate information in the Talent Communities is restricted to staff who are involved in the selection and contracting of casual employees. Ensure that you only use, share and store any confidential information in alignment with University requirements and your privacy obligations. For further information refer to the University's [Privacy Management Plan](#).