

Employee Details



PERSONAL DETAILS

Title: Surname Given names:
(Mr, Mrs Ms, Dr etc)

Preferred name: Previous/maiden name:

Date of birth: Gender:

Residential address:

Mailing address:
(if different from residential address)

Email:

Home telephone: Mobile:

Salary payment details

Bank / credit union / building society:

Branch: Branch no. / BSB:

Account name:

Account number:
(Note: the option exists to pay your salary into more than one account. To advise additional account details, contact the Payroll Office on Ext 73737 / 73219)

EQUAL EMPLOYMENT OPPORTUNITY

We ask for your cooperation as the information you provide in this section will assist the University to measure the effectiveness of its Equal Employment Opportunity strategies and provide accurate aggregated statistical data required by government agencies. Your EEO information will be treated confidentially and will only be released in the form of combined staff statistics. It will not be used for any other purpose without your written permission. Completion of this section is voluntary.

Country of birth:

What language did you first speak as a child? ☐ English
☐ Other language (provide details):

Are you an Aboriginal or Torres Strait Islander?

An aboriginal or Torres Strait Islander is a person of Aboriginal or Torres Strait Islander descent, who identifies as such and is accepted as such by the community in which they live.

- | | |
|--|---|
| <input type="checkbox"/> Aboriginal | <input type="checkbox"/> Torres Strait Islander |
| <input type="checkbox"/> Aboriginal and Torres Strait Islander | <input type="checkbox"/> No, not Aboriginal or Torres Strait Islander |

Do you have a disability?

Disability includes intermittent or long-term limitations or restrictions caused by sensory, physical, intellectual, learning or immunological disabilities, physical impairment, mental health or chronic medical condition.

- ☐ **No**, I do not have a disability
- ☐ **Yes**, I have a disability

Are work adjustments required? ☐ **Yes** (reasonable adjustments required) ☐ **No**

If you have answered "YES" work adjustments are required, you must contact the Disability Contact Officer in HR Services, telephone (02) 66 269143 to negotiate adjustments.

Are you from a racial, ethnic or ethno-religious group which is a minority in Australian society?

You should answer "YES" to this question if you are from a minority because of your language background or accent; religion or culture; ethnic or racial appearance; country of birth or descent.

☐ Yes or ☐ No

Language spoken at home:

QUALIFICATIONS

Provide the originals of your testamurs, transcripts or certificates for each qualification listed to your Work Unit's Administrative Officer. After sighting the original documents, the completed form will be forwarded to HR Services, together with a copy of each document, marked 'Original sighted'. Inform HR Services when a professional qualification or skill is no longer current.

Academic qualifications (include qualifications from tertiary institutions only and their recognised abbreviations)

Qualification & recognised abbreviation [eg Bachelor of Business (BBus)]	Tertiary institution & recognised abbreviation [eg Southern Cross University (SCU)]

Professional qualifications & job skills specified in your position description

(include your current professional qualifications and required jobs skills such as first aid certificates and trade certificates. No memberships.)

Qualifications & recognised abbreviations [eg Registered Nurse (RN)] and Job Skill/Certification [eg Driver's Licence]	Job skill certificate obtained [eg Class C Licence No 4567RR]

Employee's signature: Date: