Southern Cross University
HR Services

Employee personal details

PRIVACY STATEMENT

The personal information you provide on this form is protected by the NSW Privacy and Personal information Protection Act 1998, and health information is protected by the Health Records and Information Privacy Act 2002.

The information you provide will be kept in HR Services and access will be available to you, your supervisor and relevant Executive Member, the Vice-Chancellor and people authorised to access the information in the course of their work at the University. Details such as your name, position title, qualifications, work location and email address may be placed in University Publications and on the University website.

Further details regarding access and amendments to personal information, including health information, you provide to HR Services can be found in the Employee Information section of the HR Website.

PERSONAL DETAILS

Title: ..... Surname: .....
(Mr, Mrs Ms, Dr etc)

Given names: ..... Preferred name: .....

Previous/maiden name: ..... ☐ Male or ☐ Female Date of birth: .....
(please tick appropriate box)

Residential address:

.....

.....

Mailing address: (if different from residential address)

.....

.....

Email: .....

Home telephone no.: ..... Mobile telephone no.: .....

RESIDENCY STATUS

☐ Permanent resident or ☐ Temporary resident
(please tick appropriate box)

Country of birth: .....

Language spoken at home: ..... Citizenship: .....

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)

Signature: ..... Date: .....

[Oct12]