
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

(Note: the option exists to pay your salary into more than one account using MyHR).

Financial institution: BSB:

Branch: Account number:

Account name:

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) 6626 9143 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:

ELIGIBILITY TO WORK IN AUSTRALIA

Provide a copy of your Passport, Australian Birth Certificate or Australian Citizenship Certificate and, where applicable, a change of name document. If you are not Australian or New Zealand citizen you must also provide a copy of your valid working visa or certificate of evidence of resident status. Inform HR Services if there is any change to your right to work in Australia.

QUALIFICATIONS

Provide copies of your testamurs, transcripts or certificates for each qualification listed. Inform HR Services when a professional qualification or skill is no longer current.

Academic qualifications

(include only qualifications at Diploma level or above from tertiary institutions and their recognised abbreviations)

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

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

PRIOR SERVICE WITH OTHER AUSTRALIAN UNIVERSITIES

Prior service relates to service you have had with other recognised Australian Universities where there is a break of two months or less.

Name of previous Australian University:

Employment start date: End date:

Contact person and their position title:

Email address: Phone no. (if known):

EMPLOYEE DECLARATION

I declare that the information and documentation I have provided is true and correct. I understand that giving false or misleading information is an offence which may lead to termination of my employment.

Employee's signature: Date:

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Privacy Notice

Southern Cross University collects, stores and uses personal information for the purposes of administering recruitment and employment. The information collected is confidential and will not be disclosed to third parties without your consent, unless we are required by law. The requested information is required to facilitate your employment; it is not required by law. To access or update your information please contact hr@scu.edu.au. For further information refer to the [University's Privacy Management Plan](#).