

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.

- Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander 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:

Privacy notice

SCU is requesting the information on this form to manage all aspects of your employment with Norsesearch, to facilitate communication with you and to enable the University to meet its reporting requirements to relevant government agencies. If you have prior service with other Australian Universities, the information you provide will be used to confirm your prior service with those Universities. We may also use details such as your name, position title, qualifications, work location and email address in University publications and on the University website.

During your employment the University may provide information relating to your salary and appointment to your superannuation fund. If you have a workers' compensation claim with the University, details relating to that claim will also be provided to the University's insurer to enable your claim to be assessed.

When storing your information electronically, SCU may disclose personal information to overseas recipients by virtue of its cloud computing arrangements. SCU's 'cloud' servers are located in Hong Kong, Singapore and Ireland and SCU is reasonably satisfied that these countries have similar privacy protections to those afforded under Australian law. SCU will not disclose personal information to anybody else unless required to do so by law – for example if the information is needed in an emergency or for law enforcement purposes.

Providing us with the requested information is not required by law. However, it is required to facilitate your employment.

Access to personal information may be requested at any time (to access or update personal information, or for more information on the privacy obligations, speak to our Privacy Contact Officer or email privacy@scu.edu.au). A copy of the University's Privacy Management Plan is available at: <http://policies.scu.edu.au/view.current.php?id=00018>.