

Return completed form(s) to HR Service Centre, Level 2, 1-3 Ross Street Building (K06) or email hr.servicecentre@sydney.edu.au.
Alternatively you can update your personal details on myHRonline

Employee No: _____ Email Address: _____

Surname: _____ Name/s: _____

Faculty/School/Unit: _____

Student Number: _____ Ext: _____

Privacy Statement

The personal information requested in this form is used to manage all aspects of your employment with the University, to facilitate communication with you and to enable the University to meet its reporting requirements to relevant government agencies. You are requested to complete the Personal Details, visa details (if applicable), Emergency Contacts and Qualifications sections.

Completion of the **EEO section** of this form is voluntary. Collated EEO data is used for reporting and monitoring purposes. The information you provide will be entered into the University's HR system and on your staff record.

All the personal information you provide will be stored securely and only used for lawful University purposes. Personal is only disclosed by the University with your consent, or where retained or authorised by law. You have the right to access and update your personal information. For more information please contact hr.servicecentre@sydney.edu.au.

Personal Details

Family Name: _____

Have you been employed previously at the University? Yes* No

*If yes, please provide your name if different from Family Name: _____

First Name: _____ Preferred Name: _____

Second Name: _____ Third Name: _____

Title: _____ Gender: Female Male Other Date of birth: ____/____/____

Home Phone: _____ Mobile: _____

Home Address: _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Postal Address If different from Home Address: _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Permanent Resident: Yes No Year Arrived: _____

Equal Employment Opportunity (EEO) - completion of this section is voluntary, however, we request your co-operation

Aboriginal Descent:

An Aboriginal or Torres Strait Islander Person 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.

- Of Aboriginal Origin Neither Aboriginal/Torres Strait Islander Origin
 Of Torres Strait Islander Origin No information provided

Disability:

Are you a person with a disability? Disability includes sensory, physical, intellectual, learning or immunological disabilities; physical impairment, mental health or chronic medical condition. Disability may be episodic or intermittent

- Yes No No information provided

Disability / Reasonable Adjustments:

If you selected 'Yes' for "Disability" above do you require a reasonable adjustment or workplace modification to be made at work?

Yes (*Reasonable Adjustments Required*)

No Information Provided

If 'yes', please contact your Human Resources Advisor as soon as possible to discuss your reasonable adjustment requirements.

Contact details available at: <https://intranet.sydney.edu.au/contacts-connections/services/human-resources/contact-hr-officers.php>

Additional information about Disability Support available at: <https://intranet.sydney.edu.au/employment/support/disabilities/index.php>

Citizenship: Australian New Zealand Other

First language: _____

Country of Origin: _____

Language/s spoken at Home: _____

Cultural Background: Not of an Ethnic/Racial/Religious Minority Of an Ethnic/Racial/Religious Minority

No Information Provided

Emergency Contacts

Emergency Priority 1 (Primary Contact)

Title: _____ Surname: _____ Name/s: _____

Relationship: Spouse Partner Son Daughter Father Mother Brother
 Sister Other

Home Address: _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Telephone - Home: _____ Work: _____ Mobile: _____

Email: _____

Emergency Priority 2

Title: _____ Surname: _____ Name/s: _____

Relationship: Spouse Partner Son Daughter Father Mother Brother
 Sister Other

Home Address: _____

Suburb/Town: _____ State: _____ Postcode: _____ Country: _____

Telephone - Home: _____ Work: _____ Mobile: _____

Email: _____

Qualifications

If you have not previously provided evidence of your qualifications/certificates/licenses, please attach a copy for your personal file.

Please list the highest level qualification/s you hold (whether this be HSC, certificate, diploma, degree, etc):

Qualification/s	* Qualification type/level	Year completed	Institution

* **Qualification Type/Level:** Doctorate or PhD, Masters Degree (Coursework or Research), Graduate Diploma, Graduate Certificate, Bachelor Degree, Associate Diploma / Diploma (Higher Education), Diploma or Advanced Diploma (Vocational Education)

Provide details of any current registration certificates (eg: AHPRA registration, License, Certificates, First Aid Certification etc)

Certificate or License	Expiry Date

Visa Details

* Attach a copy of your passport and current visa

* Passport No.: _____/_____/_____
 * Visa Expiry Date: _____/_____/_____
 * Country of Passport: _____
 * Visa Number: _____
 * Visa Date: _____/_____/_____
 * Visa Type: _____

Comments: _____

Dependants - included in your visa sponsorship. (Add an additional form if more than 2 dependants)

Dependant No. 1: _____

Title: _____ Surname: _____ Name/s: _____

Gender: Female Male Other Date of birth: ____/____/____

Relationship: Spouse Partner Son Daughter Father Mother Other

Passport Number: _____ Issued: _____ Expiry Date: ____/____/____

Dependant No. 2: _____

Title: _____ Surname: _____ Name/s: _____

Gender: Female Male Other Date of birth: ____/____/____

Relationship: Spouse Partner Son Daughter Father Mother Other

Passport Number: _____ Issued: _____ Expiry Date: ____/____/____

Staff Member's Signature: _____ **Date:** ____/____/____

HR Service Centre Use:

Entered by: _____ Date entered: _____

Checked by: _____ Date checked: _____