

This form is to be completed by the INCOMING STAFF MEMBER as a notification of personal details and bank account details. The information provided on this form is for employee records and salary payment purposes. The form may also be used by an existing staff member to advise of a CHANGE OF ADDRESS OR BANK ACCOUNT DETAILS. A staff member of the University may seek access to information stored on his or her personal file in accordance with HRS policy, including for the purposes of correction of information held on that file. Any other changes to personal details should be advised to HRS on the [Change Personal Details](#) Form. **NOTE: If you have access to HRonline, please use it to advise your change of address or bank account details.**

The form can be completed on-line, if you wish, before printing. The form cannot be completed electronically as you will have to sign it. If you fill in the form by hand please PRINT CLEARLY IN BLOCK LETTERS.

**PLEASE NOTE: THIS FORM DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT.**

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### HAVE YOU BEEN EMPLOYED PREVIOUSLY AT THIS UNIVERSITY?

**No:** Please complete this form and attach to the Job Details Form completed by the Head of the Organisational Unit. A staff number will be assigned soon after the form is received by Human Resource Services.

**Yes:** You need only complete this form if your personal details/bank account details have changed.

**Staff Number**

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### POSITION DETAILS

**Position Title**

**Organisational Unit**

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### PERSONAL DETAILS

**Title**

**Surname**

**First Name**

**Second Name**

**Preferred Name**

**Date of Birth**

**Home Phone**

**Gender:** Male Female

**Residential Address**

University addresses are not accepted.

**Postal Address** (if different to Residential)

University addresses are not accepted.

**Dwelling No/Street**

**Suburb**

**Dwelling No/Street/PO Box**

**Suburb**

**City**

**State**

**Postcode**

**City**

**State**

**Postcode**

**Visa Status**

Permanent Resident

Other (please state)

Yes

No

**Please complete a Staff Qualifications Form if not previously supplied. It is available from this [link](#) and should be forwarded to Human Resource Services with this form.**

**BANK ACCOUNT DETAILS**

I wish to have my fortnightly payment deposited into one account OR two accounts. If you elect two accounts into which your fortnightly payment will be disbursed you will need to advise the fortnightly amount in dollars to be credited to Account One.

**ACCOUNT ONE**

**Name of Bank/Building Society/CreditUnion**

(eg Commonwealth Bank)

**BSB Number** (6 digits)

**Account Number**

(BSB Number should not be repeated in the Account Number)

**Account Name**

(eg J & R Smith)

**Branch**

(eg Jesmond)

**Amount of salary to be credited to Account One**

Pay \$ (Amount of salary in dollars) OR Total

**ACCOUNT TWO - BALANCE OF PAY (only complete if nominating two accounts)**

**Name of Bank/Building Society/CreditUnion**

(eg Commonwealth Bank)

**BSB Number** (6 digits)

**Account Number**

(BSB Number should not be repeated in the Account Number)

**Account Name**

(eg J & R Smith)

**Branch**

(eg Jesmond)

**Balance of salary will be credited to Account Two**

**DECLARATION**

**I declare the above information to be correct.**

**Signature**..... **Date** .....

The *Freedom of Information Act (1989) NSW* and the *Privacy and Personal Information Protection Act (1998) NSW* apply to the University. Information or requests for access to University documents, corrections to and protection of information and the operation of these Acts may be obtained from the Executive Director, Human Resource Services or the University Legal Unit.

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