

EMPLOYMENT PACK



THE UNIVERSITY OF
NEWCASTLE
AUSTRALIA

Dear New Employee,

Congratulations on your upcoming appointment with the University of Newcastle. The forms included in your employment pack provide important information that is essential when commencing or recommencing employment with the University. Please ensure you read the entire pack and respond as appropriate. The timely return of this information will assist in avoiding delay in processing and payment of your salary.

Please ensure this employment pack is scanned and emailed to your onboarding officer within the College/School/ Division or the [Employment Team](#).

To process your appointment, Human Resources Services (HRS) must receive the following:

☐ **Identification**

Certified copy of either (1) Birth Certificate and Photo ID or (2) Valid Passport or (3) Letter from Tribal Elders

A certified copy is a copy of the original document sighted by a University staff member or Justice of the Peace and signed "original copy sighted".

☐ **Evidence of your right to work in Australia (attached at page 3)**

☐ Visa Grant Notification and VEVO Authorisation for non-Australian Citizens

☐ If you hold a Student Visa please provide a printed copy of your transcript from MyHub

☐ **Personal Information & Banking Details Form (attached at page 2)**

☐ **Workplace Accommodation (attached at page 3)**

If you have a disability that requires workplace accommodation please complete the relevant section.

☐ **Credentials (Staff Qualification Record attached at page 4)** along with certified certificates

Please note if your qualifications are in a previous name, proof of name change must be supplied.

☐ **Tax File Declaration Form**

If you have not previously been employed by The University of Newcastle or you wish to change your taxation status you are required to complete an Australian Taxation Office [Tax File Number \(TFN\) Declaration form](#).

Further information can be found on the [ATO website](#). Completed forms must be signed, scanned and emailed to taxationforms@newcastle.edu.au

☐ **Superannuation Standard Choice Form**

Complete the online [Standard Choice Form](#).

☐ **Current CV/Resume**

☐ **Working With Children Check** (if the role includes face-to-face contact with children).

NB: Certified copies of documents provided must be clear and legible.

I understand the above documents are required in order to process my upcoming appointment and that failure to supply all documents may result in inaccurate or delayed payments.

Name

School or Unit

Signature

Date

The information collected on this form will be recorded in the University's Human Resource database (Ascender) and on your electronic personnel file. The information will only be used for legitimate University purposes and we request this information in order to process your appointment. For further details on this form or to request an update to or correction of your information, please contact Human Resource Services on 02 4033 9999. The University undertakes to manage your personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and the University's [Privacy Management Plan](#).

PERSONAL INFORMATION

☐ I am new to the University; or

☐ I have been previously employed by the University and wish to maintain existing details.

(We strongly encourage that you provide full information each time you are re-employed by the University).

Surname	First Name	Middle Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Name	Title	Gender
<input type="text"/>	Select	Select
Home Phone	Mobile Phone	Personal Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

Australian Residential Address

University or Faculty addresses are not accepted. This address will be used for confidential postage and is a requirement of the Australia Taxation Office.

Street Address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Australia Postal Address (if the same write "As Above")

University or Faculty addresses are not accepted.

Address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

BANKING INFORMATION

This section enables you to nominate the financial institution into which your salary will be paid. If you have been employed with the University recently, and would like to use the information on file, you need not complete this section. If you would like to change your payment options, please complete this section of the form.

☐ I am currently employed here and wish to maintain the existing banking details held in the system.

(As details can change from time to time, we strongly encouraged you to complete the information below each time you are re-employed by the University. Alternatively you can update your details through HRonline.)

☐ I have not worked for the University of Newcastle previously. This is my first appointment.

I wish to have my fortnightly payments made into:

☐ One single account; **OR**

☐ Two separate 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. The balance will then be deposited into the second account.

Account One

Name of Bank / Building Society / Credit Union

<input type="text"/>	
BSB (6 Digits)	Account Number (BSB should not be repeated in the account number)
<input type="text"/>	<input type="text"/>

Account Name	Branch
<input type="text"/>	<input type="text"/>

Amount to be credited

Total Pay; OR

☐ Amount to be credited \$(in dollars)

Account Two

Name of Bank / Building Society / Credit Union

<input type="text"/>	
BSB (6 Digits)	Account Number (BSB should not be repeated in the account number)
<input type="text"/>	<input type="text"/>

Branch	Account Name
<input type="text"/>	<input type="text"/>

EVIDENCE OF YOUR RIGHT TO WORK IN AUSTRALIA

In order to comply with the Department of Immigration and Border Protection legislation the University is required to check the work entitlements of all new and prospective employees. You must provide one of the following as evidence of your right to undertake the approved activities in Australia:

1. A valid Australian passport; or
2. An Australian Birth Certificate (certificate must be a complete copy and not an extract, stating place of birth for individual and parents) AND Photo Identification; or
3. An Australian citizenship certificate AND Photo Identification; or
4. A valid New Zealand passport; or
5. A valid visa with permission to work (Visa Grant Notification) AND valid passport AND Visa Entitlement Verification Online (VEVO) check permission below AND for Student Visa holders Confirmation of Enrolment

If your documents are in a different name, you will also need to supply evidence of name change ie. marriage certificate.

NB: You will need to present your original Birth Certificate/Passport/Visa documentation, or certified copies, to a University Officer for sighting

VEVO CHECK FOR VISA HOLDERS

HRS will check the entitlements of your visa using a tool provided by the Department of Immigration and Border Protection, VEVO (Visa Entitlement Verification Online).

Using your name, date of birth, passport number and passport country of issue, VEVO will show if you have unlimited work entitlements, limited work entitlements including a description of work conditions or no work entitlements.

This information will provide us with details of your working rights.

If you are not entitled to be in Australia, the Commonwealth may use information collected through the inquiry to locate you.

Please sign below to indicate your permission for HRS to undertake a VEVO Check.

Name

Signature

Date

ACCOMMODATING YOU IN THE WORKPLACE

If you have a disability that requires workplace accommodation, the University has a duty of care to ensure that the necessary accommodation is provided to enable you to perform your duties safely. Please complete this section if you have a disability that requires accommodation.

Nature of Disability

Is your disability permanent? Yes No

Workplace Accommodation: Please list below the workplace accommodations that you require.

Staff Directory

Your name will appear in the University's staff directory which is visible to the public. To request confidentiality please email usafe@newcastle.edu.au

Declaration

By providing my signature, I declare that the information provided by me in this Employment Pack is correct.

Name

Signature

Date

STAFF QUALIFICATIONS RECORD



THE UNIVERSITY OF
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Please fill in this form electronically and email as per the instructions below.
If you fill in this form by hand please PRINT CLEARLY IN BLOCK LETTERS.

1. STAFF MEMBER

Staff Number	Name	HEW / Academic Level	Organisational Unit

Student Number (if qualification awarded by the University of Newcastle)

Write the **FULL NAME** of your qualification and the **FULL NAME** of the institution awarding the qualification (as it was known at the time the qualification was conferred).

For awards obtained OVERSEAS, please indicate the country where the qualification was obtained and advise the equivalent by writing the "short form" beside the qualification: PhD, Masters by Research (MRes), Masters by Course work (MCwk), Postgraduate Diploma (GDip), Graduate Certificate (GCert), Degree, Undergraduate Diploma (Dip), Undergraduate Certificate (Cert), Associate Diploma (ADip) or Other.

Highest Qualification (In Full)

Institution (In Full)

Date Awarded

☐ Research

☐ Coursework

Other Qualifications (In Full)

Institution (In Full)

Date Awarded

☐ Research

☐ Coursework

2. FELLOWSHIPS / MEMBERSHIPS / HONOURS

Please write the NAME of your Fellowship/Membership/Honours in FULL. If your fellowship or membership is renewable, please indicate this and include the year(s) it covers.

Years Covered

Name of Fellowship or Membership

3. AUTHORISED STAFF MEMBER TO COMPLETE

Originals of qualifications need to be sighted and certified by an authorised University staff member, eg Head of School, Director, Associate Director or Executive Officer, who should complete the details below.

Title

Name (Please Print)

Signature

Date

NOTE: CERTIFIED COPIES of your qualifications are required to be provided to Human Resource Services. Attach the certified copies of your qualifications to this form or forward the certified copies of your qualifications to Human Resource Services with "Qualifications" marked on the envelope. Alternatively, bring your original qualifications to Human Resource Services for processing.

4. DECLARATION

Signature

Date

The University reserves the right to verify qualifications with other Institutions.

The information collected on this form will be recorded on your file in the University's Human Resource database (Ascender). The information is collected for reporting and statistical purposes and will be used, in an aggregated form, to report to external bodies (e.g. TEQSA). The University manages personal information in accordance with the Privacy and Personal Information Protection Act NSW 1998 and further information on privacy at the University can be found in the University's [Privacy Management Plan](#).