

EMPLOYMENT PACK



Congratulations on your upcoming appointment with the University of Newcastle.

The information you provide in the employment pack is essential when commencing or recommencing employment with the University.

Please review the entire pack carefully and provide all requested information, including completing the declaration on the final page. Timely submission will assist in avoiding delays in the processing and payment of your salary.

Appointment Information

Candidate First Name:

Candidate Middle Name:

Candidate Surname:

Candidate Preferred First Name:

Professional Surname:

A professional name is used for recognition in a professional or academic context rather than for legal identification

Position Title:

Hiring Manager/Supervisor:

College/Division and School/Unit:

Personal Information

Title:

DOB:

Gender:

Australian residential address

College/Division/School/Unit 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:

Postal Address:

Phone number:

Personal Email address:

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

EMPLOYMENT PACK



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, do not complete this section.

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- Main Bank

Name of Bank / Building Society / Credit Union:

BSB (no more than 6 digits):

Account Number (no more than 10 digits):

Name on Account:

Branch:

Account Two -Other bank (*do not complete if you elect total pay to be deposited into above account*).

Name of Bank / Building Society / Credit Union:

BSB (no more than 6 digits):

Account Number (no more than 10 digits):

Name on Account:

Branch:

Amount (percentage):

or

Amount (dollars):

EMPLOYMENT PACK



Identification Documents and Evidence of 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.

Documents are required to be certified prior to being provided. A certified copy is a copy of the original document sighted by a Justice of the Peace or University staff member alongside the wording "original copy sighted".

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. You must complete the authorisation below for a Visa Entitlement Verification Online (VEVO) verification to be conducted on your behalf.

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

Authorisation conduct VEVO check for Visa Holder

The University of Newcastle will verify visa entitlements through VEVO (Visa Entitlement Verification Online), a service provided by the Department of Immigration and Border Protection.

Details entered into the VEVO system such as name, date of birth, passport number and passport country of issue allow verification of whether an individual has unlimited work rights, limited work rights (including any specific conditions), or no work rights. This information enables the University to confirm eligibility to work in Australia.

If a person is not lawfully entitled to remain in Australia, information obtained through this inquiry may be used by the Commonwealth to assist in locating them.

Please provide authorization for the University to conduct a VEVO check on your behalf.

Full Name:

Signature:

Date:

EMPLOYMENT

PACK



Employment Document Checklist

Please ensure you complete and provide the following documents where applicable:

Document / Requirement	Description	How to Submit
Gender Based Violence (GBV) form	<p>Under the National Higher Education Code to Prevent and Respond to Gender-based Violence (the Code), all staff are required to complete and submit the GBV Form prior to the commencement of employment.</p> <p>The completed form must be sent once only to the email address specified in the submission instructions.</p> <p>For privacy reasons, please do not send the form to any other email addresses and do not return it with your employment pack.</p>	<p>Return completed form directly to EmploymentDeclarations@newcastle.edu.au</p> <p>Ensure to include your full name and role in the subject line</p>
Tax File Declaration Form	<p>If you have not been previously employed by the University of Newcastle, or your tax situation has changed, you must complete a a Tax File Declaration.</p> <p>Further information can be found on the ATO website.</p>	Return completed form directly to taxationforms@newcastle.edu.au
Superannuation Standard Choice	<p>Nominate UniSuper or Choice of Fund completing the online Superannuation Standard Choice form</p>	Follow the online instructions to submit the form electronically.
Identification Documentation (ID)	<ul style="list-style-type: none"> ▪ Birth Certificate and Photo Identification or ▪ Valid Passport or ▪ Letter from Chair of the Local Aboriginal Land Council <p>A certified copy is a copy of the original document sighted by a Justice of the Peace or University staff member alongside the wording "original copy sighted"</p>	Attach certified scanned ID documents as separate attachments and email them with your completed employment pack to your University Hiring contact person
Evidence of your right to work in Australia for non-Australian residents	<ul style="list-style-type: none"> ▪ Visa Grant Notification and VEVO Authorisation for non-Australian Residents ▪ If you hold a Student Visa please provide a printed copy of your transcript from MyHub 	Attach Visa Notification as a separate attachment and email with your completed employment pack to your University Hiring contact person
Working With Children Check (WWC)	<p>Only to be provided where this appointment has face to face contact with children under 18 years of age.</p> <p>If you are unsure whether your role requires a WWC, please check with your Hiring contact or supervisor.</p>	Attach scanned WWC as a separate attachment and email with your completed employment pack to your University Hiring contact
Qualifications	<p>Provide a copy of your CV along with certified copies of any relevant qualifications.</p>	Attach scanned qualifications as separate attachments and email them with your completed employment pack to your University Hiring contact

EMPLOYMENT PACK



Declaration

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

Candidate Full Name:

Signature:

Date:

The information collected on this form will be recorded in the University's Human Resource database 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](#).