

PERSONAL DETAILS FORM



Congratulations on your upcoming appointment with the University of Newcastle.

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

Please review the form carefully and ensure all requested information is provided, including completion of the declaration on the final page. Additional personal details will be requested as part of your offer letter. Timely submission of this form will help prevent delays in the processing and payment of your salary.

Personal Information

Title: Please Select

First Name:

Preferred First Name:

Middle Name:

Surname:

Professional Surname:

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

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

DOB:

Gender: Please Select

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: Please select

Postcode:

Phone Number:

Personal email:

Qualification

Certified qualifications are not required with this Personal Details Form and must instead be provided on your first day of employment to your University Hiring contact person.

Exception for academic appointments: Individuals holding a PhD must provide a certified copy of their PhD qualification with this Personal Details Form. PhD qualifications awarded by the University of Newcastle do not need to be provided, as they can be verified internally.

Highest Awarded/Conferred:

Type:

Please select

Institution:

Date awarded:

Working with Children Check (WWCC)

Required if the role has been identified to work with children.

WWCC Clearance Number:

Expiry Date:

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):

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 a senior university staff member or their delegate 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 to 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 authorisation for the University to conduct a VEVO check on your behalf.

Full Name:

Signature:

Date:

Personal Information Checklist

Please ensure you complete and provide the following documents

Document / Requirement	Description	How to Submit
Gender Based Violence (GBV) form	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. The completed form must be sent once only to the email address specified in the submission instructions. For privacy reasons, please do not send the form to any other email addresses and do not return it with your personal details form.	Return completed form directly to EmploymentDeclarations@newcastle.edu.au Ensure to include your full name and role in the subject line
Identification Documentation (ID)	▪ Birth Certificate <i>and</i> Photo Identification <i>or</i> ▪ Valid Passport <i>or</i> ▪ Letter from Chair of the Local Aboriginal Land Council A certified copy is a copy of the original document sighted by a Justice of the Peace or Senior University staff member or their delegate alongside the wording "original copy sighted"	Attach certified scanned copies of your identification documents. Where possible, combine these documents with the Personal Details Form and any other required appointment documentation into a single PDF file before providing it to your University Hiring contact person
Evidence of your right to work in Australia for non-Australian residents	▪ 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 your Visa Grant Notification and any supporting work rights documentation. Where possible, combine these documents with the Personal Details Form and any other required appointment documentation into a single PDF file before providing it to your University Hiring contact person.
Qualifications	Certified qualifications are not required with this Personal Details Form and must instead be provided on your first day of employment. Exception: For academic appointments, individuals holding a PhD must provide a certified copy of their PhD qualification with this Personal Details Form. PhD qualifications awarded by the University of Newcastle do not need to be provided, as they can be verified internally.	If required, attach the certified qualification document. Where possible, combine this document with the Personal Details Form and any other required appointment documentation into a single PDF file before providing it to your University Hiring contact person.

Declaration

By providing signature below, I declare that the information provided by me in this Personal Details form is correct.

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](#).