



Human Resources Employee Details Form

*****Please note:** all the information provided below shall remain confidential.
If any of the details provided below change, please update these changes via the Employee Kiosk.

Employee information				
Have you worked at Curtin previously YES / NO If so, what was your Staff ID number:				
Family Name:			First Name:	
Other Names:			Preferred Name:	
Title:		Gender:	Male / Female / Indeterminate/Intersex/Unspecified	Date of Birth:
Home Address:	<hr/> <hr/> <hr/> State: _____ Postcode: _____			
Postal Address (if same as home address please write "As Above")	<hr/> <hr/> <hr/> State: _____ Postcode: _____			
Telephone: (Home)		Mobile:		

Next of Kin/Emergency Contact Details				
Name:			Title:	
Address:	<hr/> <hr/> <hr/> State: _____ Postcode: _____			
Telephone: (Home)		Mobile:		Work:
Relationship to Employee:				

Pay Disbursement Details				
Bank	BSB: (6 Digits)	Account Number	Account Name	Amount \$
	-			Balance of Pay
	-			
	-			
	-			

All universities are required by law to have programs for putting Equal Employment Opportunity (EEO) into practice. To develop Curtin's EEO program we need to collect statistical information about all employees at Curtin. Provision of EEO



information by employees is optional and the information provided will be kept confidential and will only be used for the purpose of developing and monitoring EEO programs for Curtin and to meet government reporting requirements.

Ethnicity

Are you of Indigenous Australian Origin? Yes / No
If Yes, please indicate your origin: Aboriginal Aboriginal/Torres Strait Islander Torres Strait Islander

Citizenship

Country of Birth: _____ Country of Citizenship: _____
Are you a Permanent Resident of Australia? Yes / No
If no, please see Authority to Check VEVO system with the Department of Immigration.
What year did you arrive in Australia? _____(if applicable)
Language spoken at home? _____

Authority to Check Visa Entitlement Verification Online (VEVO) with the Department of Immigration and Citizenship

The Australian Department of Immigration and Citizenship (DIAC) requires that we verify potential employees' work entitlements prior to commencement. The check verifies:
1. Your entitlement to work in Australia legally. Please provide the following:
Full name: _____ Date of birth: _____
Passport number: _____ Passport country of origin: _____
Visa Type and subclass: _____(if known)
2. That at the time of the check being done, you are in Australia but are not entitled to be in the country; the Commonwealth may use this information to locate you.
Please sign your consent for Curtin University to undertake a verification of your work entitlement on the Visa Entitlement Verification Online (VEVO) system: _____ Signature and Date

Disabilities

Do you have a disability? Yes / No
If Yes, please indicate your disability:
 Hearing Learning Long Term Medical, Physical, Mental or Psychiatric Sight
 Speech Arms/Hands (use of) Legs (use of) Other (please state): _____
If your require workplace adjustments or modifications, please submit your request [here](#) to the Corporate Wellness team

Authority to Receive Payment Summary via Employee Kiosk

I hereby authorise Curtin University to provide my payment summary to me electronically via the employee kiosk for this current and all future taxation years. I understand that a paper copy of the payment summary will not be sent to my postal address and that I will be responsible for accessing the employee kiosk and printing the payment summary for taxation purposes.

Employee Name: _____

Signature: _____

Date: ____ / ____ / ____