

Human Resources

Employee Qualification Verification (EQV)

Curtin University verifies employee qualifications through qualification searches and/or written requests to educational institutions. The employee's written consent for Curtin to undertake this process is required.

Section 1. Employee details					
Family Name:		Given Name(s):		Curtin Staff ID (if known):	
Name shown on qualification (if different):				Date of Birth:	
Telephone:		Email Address:			
Section 2. Australian qualification details					
Institution eg Curtin University	Qualification title eg Bachelors Arts (Hons)	Qualification Major eg Education	Qualification obtained by		Completion Date (in full) eg 1 Jan 2010
			Coursework Tick box <input checked="" type="checkbox"/>	Research Tick box <input checked="" type="checkbox"/>	
Section 3. International qualification details – Certified copies of all international qualifications must be attached with the original sighted and authorised by Human Resources or your Faculty Business Manager or School Administrator. English translated copies must also be attached where applicable.					
Institution and Country eg Curtin University (Australia)	Qualification title eg Bachelors Arts (Hons)	Qualification Major eg Education	Qualification obtained by		Completion Date (in full) eg 1 Jan 2010
			Coursework Tick box <input checked="" type="checkbox"/>	Research Tick box <input checked="" type="checkbox"/>	
Section 4. Title change for PhD completion					
I would like my title changed to Dr: <input type="checkbox"/> YES <input type="checkbox"/> NO					

I authorise Curtin University to verify and, if necessary, seek academic information or transcripts from nominated educational institutions. I understand that the results of the search will be made available to me on request and an audit of this authority may also be undertaken. I agree to the engagement of an external agency, if required, to access this information.

Employee Name: _____ Signature: _____ Date: _____ / _____ / _____