



Personnel Services

OFFICE USE ONLY

EnterpriseOne No.

Entry On Duty – Employee To Complete

Personal Details

First Name	<input type="text"/>	Second Name	<input type="text"/>
Last Name	<input type="text"/>		
Title (prof, assoc prof, Dr, Mr. Mrs. Miss. Ms)	<input type="text"/>	Date of Birth	<input type="text"/>
Preferred First Name	<input type="text"/>	Gender	<input type="text"/>
Previous Surname	<input type="text"/>		
Address	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Postal Address	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
Home Phone	<input type="text"/>	Proof Of Identify	<input type="text"/>
Entry on Duty Date	<input type="text"/>		

Passport Details

If you are an Australian citizen or have permanent Resident status this section is not applicable. You will need to show Recruitment your visa/passport when you start your employment.

Passport No.	<input type="text"/>	Expiry Date	<input type="text"/>
Visa Date	<input type="text"/>	Visa Type	<input type="text"/>
Are you eligible for paid employment	<input type="checkbox"/>	Yes	<input type="checkbox"/>
		No	

Comments _____

Emergency Contacts/Next of Kin

First Name	<input type="text"/>	Last Name	<input type="text"/>
Title	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>		
Home Phone No.	<input type="text"/>	Work Phone No.	<input type="text"/>



Payment Of Salary

Financial Institution Account Details

Name Bank BSB

Bank Address

Account Name Account Number

NOTE Unless notified otherwise, your pay advice will be distributed via Electronic Mail

Certification

I certify the above details to be correct

Signed _____ Date

Licences Held

Type Class

State Issue Licence No.

Date issue Date Expiry

Comments _____

Employee Qualification Attained

Qualification Major

Qualification Level

Qualification Title

Completion Date Country

Institution

Employee Membership/Honours

(Please indicate professional memberships, special awards and date acquired)

Membership (Professional Institutes etc)	Honours (eg Order of Australia etc)
_____	_____
_____	_____
_____	_____