



New Employee Information

Previous Transactions with CSU

Have you had a transaction with CSU in the past? Yes No

If so, please specify: Student Staff ID number (if known)

Personal Information

Courtesy Title First Name Second Name Third Name Family Name

Preferred Name Previous Family Name (if applicable) Gender Date of Birth

Home Phone Number Mobile Phone Number Email Address

Home Address (required for superannuation purposes)

Postal Address (if different to home address)

Emergency Contact Details

Please provide details of the person Charles Sturt Campus Services should contact in the event of an emergency concerning you.

Courtesy Title First Name Family Name Relationship (e.g. Partner, Mother)

Work Phone Number Home Phone Number Mobile Phone Number Email Address

Personal and emergency contact details can be updated via the Web Kiosk (<http://www.csu.edu.au/division/hr/web-kiosk>).

Privacy Statement

The personal information you provide on this form is protected by the *Privacy and Personal Information Protection Act 1998 (NSW)*.

The details provided on this form are necessary to the fulfilment of a range of Industrial, Legislative and employment related obligations and responsibilities that exist between yourself and Charles Sturt Campus Services Limited (CSCS).

The information you have provided will be retained by CSCS. Access to the information you provide is available to yourself, your supervisor, the General Manager and those people authorised to access the information in the course of their duties to CSCS including Human Resources staff and Payroll staff at CSU who process pays on behalf of CSCS.

Signature

Date