



Employee Change of Details

CCSC Staff Details

Staff Name:	Staff ID Number:
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Personal Information that you would like updated

Courtesy Title	First Name	Second Name	Third Name	Family Name
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Preferred Name	Previous Family Name (if applicable)		Gender	Date of Birth
	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Home Phone Number	Mobile Phone Number		Email Address	
	<input style="width: 80%;" type="text"/>		<input style="width: 80%;" type="text"/>	
Home Address (required for superannuation purposes)				
Postal Address (if different to home address)				

Emergency Contact Details that you would like updated

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)
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>
Work Phone Number	Home Phone Number	Mobile Phone Number	Email Address
	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>

Web Kiosk

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

Have you updated your details in Web Kiosk? YES NO

If not, what is the reason? Don't know how – need help Other: _____

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