



Previous transactions with Charles Sturt

Have you had a transaction with Charles Sturt in the past? ☐ Yes ☐ No

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

Personal Information

As a condition of your appointment, you will be required to produce **original** documentation of your Birth Certificate, or certified extract thereof, or current Passport and evidence of name change (if applicable). These original documents must be presented to, copied and certified by either a Division of People and Culture representative or your supervisor on the day you commence employment with the University.

Courtesy title First name Second name Third name Family name

Previous family name (if applicable) Preferred name Date of birth Gender ☐ Male ☐ Female
☐ Indeterminate/Intersex/Unspecified

Home phone number Mobile phone number Email address

Home address

Postal address

Emergency contact details

Please provide details of the person the University should contact in the event of an emergency concerning you.

Courtesy title First name Family name Relationship (e.g. partner, mother)

Home phone number Work phone number Mobile phone number Email address

Personal and emergency contact details can be updated via the [Web Kiosk](#).

Qualifications obtained

In accepting your offer of employment, you certify that you hold the qualifications set out in your application for the position now offered to you. As a condition of your appointment, you will be required to produce the **original** documentation of your qualifications upon commencement with Charles Sturt University. These original documents must be presented to, copied and certified by either a Division of People and Culture representative or your supervisor on the day you commence employment with the University.

Recognised Abbreviation (e.g. B.Bus)	Description (e.g. Bachelor of Business)	Name of Institution	Country	Completion Date

Previous employment

Have you previously been employed by Charles Sturt University? ☐ Yes ☐ No

Have you previously been employed by another Australian University? ☐ Yes ☐ No

If yes, please provide details of employment below as your previous service with another Australian University may be eligible to be recognised for the purpose of determining your long service leave entitlement.

Name of Australian University	Tenured / Contract / Casual	Dates of Employment	Other Details

Please provide the email address for the most recent institution's HR department. The [Prior Service Request Form](#) will be forwarded for completion and used to determine your long service leave entitlement.

Email:

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 the university.

The information you have provided will be retained by the Division of People and Culture. Access to the information you provide is available to yourself, your Supervisor and the Executive Dean/Executive Director, the Vice-Chancellor and those persons authorised to access the information in the course of their duties to the University.

Further details regarding access and notations to personal information provided by yourself to the Division of People and Culture are set out in the University's [Personal Files Access Policy](#).

Signature

Date