The University is required to report statistical information to the Department of Education, and the Department of Immigration and Border Protection. All your records and information are confidential and secured on your personnel file in the University’s Human Resource Information System (HRIS). The University is committed to protecting your privacy. The University’s Privacy Policy can be viewed at <http://www.cdu.edu.au/governance/documents/9.0Privacy_000.pdf>

Please return this form to the Office of People and Capability, Orange Precinct Building 12, Level 2, Casuarina Campus **or** regional office

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| SECTION 1: PERSONAL DETAILS |
| Title  |       | Surname  |       |  |
| Given name(s)  |       | Employee no. |       |
| Are you of Aboriginal origin? | [ ]  Yes [ ]  No  | Are you of Torres Strait Islander and Aboriginal origin? | [ ]  Yes [ ]  No |
| Are you of Torres Strait Islander origin? | [ ]  Yes [ ]  No | Do you have any disability? | [ ]  Yes [ ]  No |
| Citizenship |       | Country of birth |       |
| First language spoken |       | Main language spoken at home |       |

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| SECTION 2: VISA DETAILS (if applicable) |
| Visa Class |       | Visa Type |       | End date of Visa |       |

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| SECTION 3 : AQTF DETAILS (you are required to provide copies of qualifications to human resource services) |

You must possess a Certificate IV in Training and Assessment (TAE40110) or equivalent if you are required to teach TAFE/VET courses or be prepared to obtain such a qualification within 12 months from commencement of employment.

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| I have a Certificate IV or equivalent qualification. | [ ]  Yes | [ ]  No ⯈ date commenced |       |

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| SECTION 4: HIGHEST QUALIFICATION (note: indicate the type and location of your highest qualification only) |

|  |  |
| --- | --- |
| Educational Qualifications (select one only) |  |
| [ ]  Doctorate  | [ ]  Master’s Degree |
| [ ]  Other Postgraduate (including Postgraduate qual or prelim; Grad Dip/Postgrad Dip New/Extended and Graduate Certificate) | [ ]  Bachelor’s (including Bachelor’s graduate entry, Bachelor’s honours and Bachelor’s pass) |
|  | [ ]  Other |       |
| Locations (select one only) |  |
| [ ]  Charles Darwin University or predecessor institution | [ ]  An overseas institution |
| [ ]  Other Australian Higher Education institution | [ ]  Other institution  |       |

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| SECTION 5: QUALIFICATIONS (list only completed Award courses (i.e. Certificate I and above) and provide copies of all qualifications to Human Resource Services for placement on your Personal file). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title | Institution | Country  |  Completion date | On file |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |

I verify that the above information supplied by me is correct.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee’s signature |       |  | Date |       |