

HR Personal Details and Identity Record

The identity of the applicant is confirmed by our sighting original proof of identity documents presented by the applicant. Once the documents are sighted, we record the details on our Personal Details and Identity Record. On completion of the recruitment process, the successful applicant's Personal Details and Identity Record is added to their personnel file.

If a variation is required in relation to proof of identity requirements, such as an applicant being unable to provide specific documentation, the Executive Director must grant written approval for a variation.

Section 1: Applicant Details	
Name:	
Date of Birth:	
Position (or Sought Sought):	
Address:	
All prior addresses within the last five years, including start and end dates:	
Home Phone:	Mobile Phone:
Work Phone:	Email address:

Section 2: Primary Document (70 points)	
One of the following (please tick): <ul style="list-style-type: none"><input type="checkbox"/> Birth certificate<input type="checkbox"/> Birth card issued by a registry of births, deaths and marriages<input type="checkbox"/> Citizenship certificate<input type="checkbox"/> Current passport<input type="checkbox"/> Expired passport which has not been cancelled and was current within the preceding two years<input type="checkbox"/> Other document of identity, having the same characteristics as a passport including diplomatic documents and some documents issued to refugees	
Document Number:	Document Issue Date:
Document Expiry Date (if applicable):	Document Description:
All personal Details listed in Document [Full / All Names, Address, Date of Birth etc]:	



Section 3: Secondary Document (40 points)

One of the following (please tick):

- Document issued by authorised deposit-taking institutions (ADIs), banks, building societies, credit unions or registered corporations. The signatory must be a known customer of at least twelve months standing.
- Written reference from one of the following institutions, verifying name of signatory and signed by both referee and signatory. The signatory must have been known to the referee for at least twelve months.
 - Another financial body certifying that the signatory is a known customer
 - Another customer who has been verified as a signatory by the cash dealer
 - An acceptable referee (refer to AUSTRAC Guideline No. 3 and Information Circular No. 3)
- Any of the following, which must contain a photograph and a name. Additional documents from this category are awarded 25 points.
 - Drivers licence issued by an Australian state or territory
 - Licence or permit issued under a law of the Commonwealth, a state or territory government (e.g. a boat licence)
 - Identification card issued to a public employee
 - Identification card issued by the Commonwealth, a state or territory government as evidence of the person's entitlement to a financial benefit
 - An identification card issued to a student at a tertiary education institution

Document Number:

Document Issue Date:

Document Expiry Date (if applicable):

Document Description:

All personal Details listed in Document [Full / All Names, Address, Date of Birth etc]:

Section 4: Secondary Document (35 points)

One of the following (please tick):

- Name and address of signatory verified from any of the following:
 - A document held by the cash dealer giving security over the signatory's property
 - A mortgage or other instrument of security held by another financial body
- Must have name and address on:
 - A document held by a cash dealer giving security over your property
 - A mortgage or other instrument of security held by a financial body
 - Local government (council) land tax or rates notice
 - Document from your current employer or previous employer within the last two years
 - Land Titles Office record
 - Document from the Credit Reference Association of Australia

Document Number:

Document Issue Date:

Document Expiry Date (if applicable):

Document Description:

All personal Details listed in Document [Full / All Names, Address, Date of Birth etc]:



Section 5: Secondary Document (25 points)

One of the following (please tick):

- Must have name and signature on:
 - Marriage certificate (for maiden name only)
 - Credit card
 - Foreign drivers licence
 - Medicare card (signature not required)
 - Membership to a registered club
 - EFTPOS card
- Must have name and address on:
 - Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny
 - Records of a public utility – phone, water, gas or electricity bill
 - Records of a financial institution
 - A record held under a law other than a law relating to land titles
 - Lease/rent agreement
 - Rent receipt from a licensed real estate agent
- Must have name and date of birth on:
 - Record of a primary, secondary or tertiary educational institution attended by the applicant within the last ten years
 - Record of professional or trade association of which the applicant is a member

Document Number:

Document Issue Date:

Document Expiry Date (if applicable):

Document Description:

All personal Details listed in Document [Full / All Names, Address, Date of Birth etc]:

Section 6: Applicant Confirmation

I confirm that the identity documents provided are authentic Yes No

Applicant Name:

Applicant Signature:

Date:

Section 7: For Office Use

HR Reviewer Name:

HR Reviewer Signature:

Date:

