

CHANGE TO PERSONAL DETAILS

Please send this form to your [Staffing Advisor](#) in Central HR once completed.

Employee Number: _____ Department/Office: _____

Family Name: _____ First Name: _____ Title: _____

(Show **former** name(s)/title if changed)

SHOW **CHANGED** DETAILS ONLY:

Name Change*:

Family Name: _____ First Name: _____ Title: _____

Other Names: _____

** Please attach a certified copy of your marriage or name change certificate.*

Change of Address / Phone No.*:

** If you have access to HR Online, please change your personal details there – do not use this form.*

Home Address: _____ State: _____ Postcode: _____

Phone (home): (_____) _____ Phone (mobile): (_____) _____

Postal Address: _____ State: _____ Post code: _____

Change of Citizenship / Visa Details*:

Australian Citizenship Obtained

Permanent Residency Granted

Other i.e. change from one temporary visa to another

**Please attach certified copies of your new visa (if this is an electronic visa please attach the approval email), or a certified copy of your certificate of citizenship.*

Change to Qualifications Listing*:

Abbreviated Qualifications: _____

**Please attached certified copies of your qualifications – without these your qualifications cannot be updated.*

I hereby certify that this information is true and accurate to the best of my knowledge and that I have provided the appropriate certified supporting documentation as indicated above:

Signature of staff member: _____ Date: ____ / ____ / ____