



HUMAN RESOURCES DIVISION, HR Services

Visa Holder Work Entitlement form

The University has a legal obligation to ensure that its employees are legally entitled to reside and undertake employment, both in a paid or unpaid capacity, in Australia at all times.

This form **must** be completed by persons who are not Australian/New Zealand citizens and wish to enter into an employment relationship, either paid or unpaid, with the University.

If you require further information on your work rights please contact the Department of Home Affairs directly by phone on 131 881 or via their website www.homeaffairs.gov.au.

Personal Details

Last Name

First Name

Preferred Name

Second Name

Title

Date of Birth

Gender: Male Female Intersex/Indeterminate/Unspecified

Passport and Visa Details

Passport Number

Expiry Date

Country

Visa Type

Visa Grant Number

Expiry Date

I am eligible for paid employment in Australia Yes No

Please attach certified copies of the following documents for processing of your employment contract:

Current passport biodata (photo) page

Current VEVO check, visa grant notification letter or visa label

If you hold a **student visa** you must also attach:

Primary student visa – evidence that **you** have commenced your course

Secondary student visa – evidence that the **primary student visa holder** has commenced their course

Examples of evidence can include a Confirmation of Enrolment or a letter from the relevant education provider.

By signing this form you consent to the University verifying your visa, residency and work entitlements status at any time prior to and during the course of any appointment you may hold at the University. This includes providing your personal details to the Department of Home Affairs to undertake such verification.

If your visa status, visa conditions, passport details or work entitlements change whilst employed by the University, you must notify the Human Resources Division immediately. If the change in your visa status affects your right to work, you **must** cease work immediately.

Please note that failure to comply with the above may see you in breach of your visa obligations and may lead to the cancellation of your visa.

Name

Signature

Date