GUIDELINES FOR SCHOOL- OR DIVISION-BASED STAFF CHECKING IDENTITY AND WORK RIGHTS FOR CASUAL STAFF

To meet its legislative obligations and for audit purposes, the University is required to obtain evidence that an employee is *bona fide* and has appropriate work rights in Australia. For this purpose, the following documentation (proof of identity and evidence of work rights) should be provided by all casual employees prior to commencement of employment.

**Documents required:**

**Australian Citizens**
- Passport (photograph page) - *provides photo ID and nationality* or
- Birth certificate plus either Driver’s Licence or Proof of Age Card - *provides nationality + photo ID* or
- Australian Citizenship Certificate plus either Driver’s Licence or Proof of Age card - *provides nationality + photo ID*

**Foreign Nationals**
- Passport (photograph page) *provides photo ID* and
- Passport page with visa details or separate documentation re grant of visa issued by Department of Immigration and Border Protection - *provides work rights*

**Process – where originals of documents are provided:**
- these must be photocopied by an authorised staff member in the relevant School/Division and
- the photocopy should be annotated with the wording “I have sighted the original of this document” indicating that the original has been sighted (a stamp with appropriate wording will be provided, to be signed and dated) and
- where a document has more than one page, each page must be annotated.

**The role of the authorised School/Division staff member is:**
- to confirm that appropriate documentation has been provided and
- to stamp, sign and date a photocopy of the original to confirm that the original has been sighted and/or
- to check that any scanned copies of documentation are endorsed with a declaration (confirming that the original has been sighted) together with a signature/date.

**Process - where scanned copies of documents are provided:**
- these documents must clearly contain a declaration (that the original has been sighted) and a signature and date
- certification can either be by a Justice of the Peace or any one of the professions approved by the Department of Immigration and Border Protection at url:

**Where names on Proof of ID/Work Rights documents don’t match:**
- appropriate documentation relating to the name change (e.g. marriage certificate, deed poll document) must also be provided
- these documents must be stamped, signed and dated

*HR*
29/9/14