

Name of employee

100 points proof of ID – consists of a combination of at least one primary identification document and one secondary identification document. Secondary identification documents must include your full name, and your photograph or signature.

Primary identification documents (70 points each) include:

(please choice only one document which could be suitable for you)

Yes/No ?

- ☐ Current AHRPA Registration
- ☐ Birth Certificate
- ☐ Citizenship Certificate
- ☐ Current Passport
- ☐ Expired passport that was not cancelled and was current within the preceding two years

Secondary identification documents (40 points each) include:

(please choice only one document which could be suitable for you)

Yes/No ?

- ☐ Australian Drivers Licence
- ☐ Identification card for an Australian public employee
- ☐ Identification card issued by the Commonwealth, a State or Territory as evidence of entitlement to a financial benefit
- ☐ State or Territory issued personal identification card
- ☐ Student card issued by an Australian tertiary education institution

| Right to work in Australia | Can you provide? Yes/No ? |
|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Citizens must provide evidence of citizenship in the form of birth certificate, citizenship certificate or passport. | |
| <input type="checkbox"/> Non-citizens must provide a copy of their passport or ImmiCard. | |

| Competency/qualification for staff (in line with the guide of suitability) | Can you provide? Yes/No ? |
|----------------------------------------------------------------------------|------------------------------|
| Please provide your qualifications | |
| Updated Resume/CV | |

| Other | Can you provide? Yes/No ? |
|--------------------------------------------------------------|------------------------------|
| Working with Children Check | |
| National Police Check | |
| Certificate of completion of NDIS Worker Orientation Program | |

Note:

All documents including this form must be scanned and sent to

hr@buildingsolutionsnsw.com.au

Employee Signature and date of Completion