

Privacy Statement - The information being collected in this form is for the purposes of managing your employment and entitlements. The collection of this information is authorised under Chapters 5 and 6 of the *Public Service Act 2008*. The employing agency may disclose only such information to other Queensland Government agencies or contracted service providers as is necessary for the performance of the HR functions performed by these bodies. Details of your personal information will be forwarded to the Australian Taxation Office, QSuper, the financial institution nominated by you and other Queensland agencies as above. Your personal details will not be disclosed to any other third party without your consent, unless required to do so by law.

This form is to be used to record employment details of people working in a non-payroll capacity, e.g. agency temps, work experience placements and secondments not being paid for by the department. Please also attach a completed Equal Employment Opportunity (EEO) Census Data form.

Section 1 – History

Are you currently employed by this Department? ☐ No ☐ Yes

Have you ever been employed this Department? ☐ No ☐ Yes

Section 2 – Personal

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr ☐ Prof

Family name

Given name/s

Previous name (if applicable)

Preferred name

Date of birth

Gender

☐

Female

☐

Male

Preferred name is the name by which you wish to be addressed. It does not include your surname or nicknames. For example, Meg may be the preferred name of an employee with the first name of Margaret. It is the name that will appear in system generated correspondence.

Section 3 – Address

Permanent (home) residence

House Number Street City/Suburb Postcode

Telephone number

Mobile telephone number (optional)

Email address (optional)

Mailing address (complete only if different from permanent residence)

House Number Street City/Suburb Postcode

Section 4 – Emergency Contact

Contact person's name

Relationship

Telephone number

Section 5 – Non-Payroll Person's Certification

I certify that the above details are correct.

Please note: For minors (under 18 years of age) a parent or guardian must co-sign this section

Signature

Date

This section is for Management Use Only

Section 1 – Contract Specifications

Commencement date

Contract end date

Personnel area (see explanatory notes)

/ /

Two Years

South-East

Section 2 – Hiring Reason - This section must be completed (see explanatory notes)

- ☒ Volunteer ☐ Industry placement ☐ Work experience placement ☐ Interchange ☐ Rehabilitation
☐ External contractor ☐ Employment agency temp ☐ Secondment ☐ External Consultant

Section 3 – Organisational Assignment

Personnel sub area (see explanatory notes)

Organisation Unit (specify the organisation unit that the person should be attached to for reporting purposes)

Work centre (see explanatory notes) (specify the work centre that the person should be attached to for reporting purposes)

WBS Element / Cost Centre

Reports to: (Position Title/Name of Supervisor/Position Number)

Section 4 – Liability Declaration

I declare that I have followed departmental requirements with regard to liability.

Name Designation Signature Date

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Section 5 – External Organisations (please tick one only)

Type of organisation from which the person is coming

- ☐ High School ☐ Tertiary Institution ☐ Employment Agency (non standing offer arrangement) ☐ Employment Agency (standing offer arrangement)
- ☐ Other ► specify

Organisation details

Name

Address

	Postcode
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Telephone number

Facsimile number

Contact person's name

Section 6 – Approval

Name Designation Signature Date

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For Volunteers only: Identification sighted by:

Name Signature Date

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Please tick identification sighted:

- ☐ Drivers license ☐ Passport ☐ Student ID ☐ Other ►

Forward completed form to: Appointments Officer, Queensland Shared Services, GPO Box 152, Brisbane Qld 4001

Telephone: (07) 3006 7639 **Fax:** (07) 3006 7713 **Email:** appointmentsderm@ssa.qld.gov.au

Explanatory Notes

Personnel Areas

Agency Personnel Areas

DERM BRISBANE, CENTRAL-WEST, FORESTRY, NORTH, SOUTH-EAST, SOUTH-WEST

Personnel Sub areas

The personnel sub area is based on location and is a sub division of the relevant personnel area. The personnel sub-area will be a town, suburb or specific locality within the greater personnel area, for example:

Personnel Area	Personnel Sub area
Brisbane	Woolloongabba
Brisbane	Indooroopilly
Central	Rockhampton

Hiring Reasons - Non Payroll

- * **Volunteer** - Members of the public, who donate their time, energy and skills to undertake unpaid activities that are designed to improve community involvement and awareness.
- * **Industry Placement** - An academic requirement of a course (university or TAFE) necessitating the placement of a student in an employment role on unpaid activities.
- * **Work Experience Placements** - The placement of students in non-paid activities which are designed to complement their education. This is not a formal course requirement for the student.
- * **Interchange** - The placement of an external person in a non-paid role as part of formal interchange agreement with an external organisation.
- * **Rehabilitation** - Non paid activities as part of a formal rehabilitative arrangement.

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- * **External Contractor** - Individual engaged to implement or assist with an existing process under the supervision of the Department to deliver a known outcome. The person engaged will be paid by invoice.
- * **External Consultant** - Individual providing expert advice with recommendations as the basis for the department to make a decision or take a course of action. Work is not directly supervised by the Department and the person will be paid by invoice.
- * **Employment Agency Temp** - Unexpected or emergent circumstances or temporary relief where time frames or work loads rule out the use of existing employees. The person engaged will be paid by invoice.
- * **Scholarship** - The granting of a scholarship to a student who will not be performing paid work for the agency.
- * **Secondment** - Where an employee is hired from another government agency for a period of 3 months or less and the other agency continues to pay the salary and does not require access to My.Team.

Work Centre

- * Work centres identify locations where work is carried out.
- * A location can be generally geographic or specifically geographic.
- * For example Brisbane, Primary Industries Building, Level 7.
- * A home address can be identified as a work centre where it represents a location where work is carried out.

Liability Declaration

Non payroll employees are not usually covered by workers compensation or other types of insurance. To help avoid unintended liabilities the manager must declare that the appropriate departmental standards have been met. Advice may be sought from departmental legal units or SSA Employee Relations staff as appropriate.