

Identification Requirements – New Employees

Information

All preferred applicants must provide proof of identity prior to commencing employment. These documents must be included as attachments to the Commencement Details - Authorisation Form in MyHR.

Current employees who are transferred or engaged in another position within Queensland Health, and there is no break in service, will not be required to provide these.

The panel chair/hiring manager is to seek current original or certified copies (must be certified by a justice of the peace, commissioner of declarations, barrister, solicitor, or notary public) of **three identity documents** to satisfy proof of an applicant's name, date of birth and signature. The three identity documents, from the following list, must include at least one type of photographic ID, and one type of identification that contains a signature and date of birth.

ID Examples

At least **one** of the below to show current Australian working rights:

- Birth certificate
- Passport
- Australian citizenship certificate

Then **two** additional to accompany the above:

- Australian driver's licence
- Australian student photo ID
- Australian proof of age card
- Health care card
- Medicare card
- Pension concession card
- Utility bill (e.g., water, gas, electricity)
- Working with children check (Blue Card).

Verification of Documents

Official documents submitted as identification must be verified as being a true and correct copy of the original document. The hiring manager or their representative, as a Queensland Health employee, is responsible for verifying original documents and checking certified copies of the new employee's identification and qualifications.

Documents certified by a justice of the peace, commissioner of declarations, barrister or solicitor or notary public, as true copies of the original, may be accepted in the absence of the original/primary document. Documents not correctly verified will result in delays in processing appointments.

In accordance with the Employment Screening B40 policy, all identity (and qualifications) documents must include a note that contains the following as evidence that they have sighted the original document: name, payroll ID, date, and signature. An example below:



Additional Requirements (if needed)

When the name shown on the documents differs from the person's current name, the person is to provide sufficient evidence of their name change (e.g., certified copy of marriage certificate). For overseas applicants, local documents issued by equivalent overseas authorities can be accepted. If a document is not in English, an English translation from a translator approved by the National Accreditation Authority for Translators and Interpreters (NAATI) is required to be provided by the applicant.

Where an Aboriginal and Torres Strait Islander person is unable to provide proof of identity documentation, (e.g., an older person who does not have a birth certificate or those living in remote communities), consideration is to be given to alternative confirmation of proof of identity documents, including a statement by an authorised referee. Examples of acceptable authorised referees include chairperson, Secretary or CEO of an incorporated indigenous organisation; school principal; minister of religion; treating health professional or manager Aboriginal medical service; other government employee of at least five years.

Questions/Support

Please contact the Recruitment team at MetroNorthRecruitment@health.qld.gov.au