

Identification requirements – New employees

Queensland Health policy outlines pre-employment checks required for all new employees. It is the hiring manager's responsibility to source relevant identity documentation prior to commencement and ensure that these are correctly verified. These documents must be included as attachments to the **Commencement details – Supervisor's authorisation** form in myHR.

Identification Requirements

As per Section 13.3 of the [Recruitment and Selection B1 Policy](#) and [Citizenship residency visas and immigration B46 Policy](#) Hiring Managers need to supply **three** identity documents from the below list. Identification must include at least one type of photographic ID and at least one type of ID that includes a signature and date of birth.

Australian citizen applicants

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|--|---|
| <ul style="list-style-type: none"> • Current Australian Passport • Australian birth certificate or Australian proof of age card or • Australian naturalisation or citizenship documents and immigration papers issued by DIBP and a current passport or a current Australian drivers licence. | <p>Along with either</p> <ul style="list-style-type: none"> • Health care card • Medicare card • Utility bill (e.g. water, gas, electricity) Working with children check (Blue Card) • Pension concession card |
|--|---|

Non-Australian citizen applicants

- | | |
|--|---|
| <ul style="list-style-type: none"> • Proof of residency (permanent and temporary) as issued by DIBP, e.g. visa approval, and • Current passport. <p>Along with either:</p> <ul style="list-style-type: none"> • Health care card • Medicare card | <ul style="list-style-type: none"> • Current Australian drivers licence • Utility bill (e.g. water, gas, electricity) Working with children check (Blue Card) • Pension concession card |
|--|---|

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.

Verification of Documents

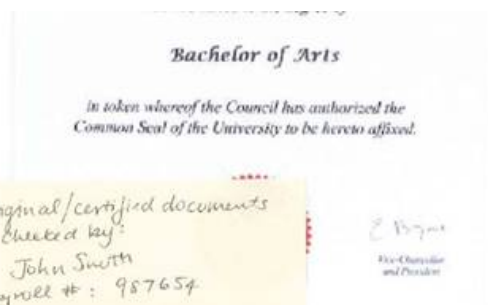
Official documents submitted as identification must be verified as being a true and correct copy of the original document. The hiring manager or their representative, as a Queensland Health employee, is responsible for verifying original documents and checking certified copies of the new employee's identification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

- Original / certified documents checked by: *Include Panel Chair/Line Manager name*
- Payroll Number: *include payroll number of Panel Chair/Line Manager*
- Include a *signature* and the *date the documents were checked*



Original document
sighted by John
Smith (957654)
Smith 31/3/17



Original/certified documents
checked by:
John Smith
Payroll #: 957654
J Smith
31/3/2016

Relevant Policies

[HR Policy B40 - Employment Screening](#)

[HR Policy B1 - Recruitment and Selection](#)

Questions/Support

Please contact your Recruitment Officer at metronorthrecruitment@health.qld.gov.au