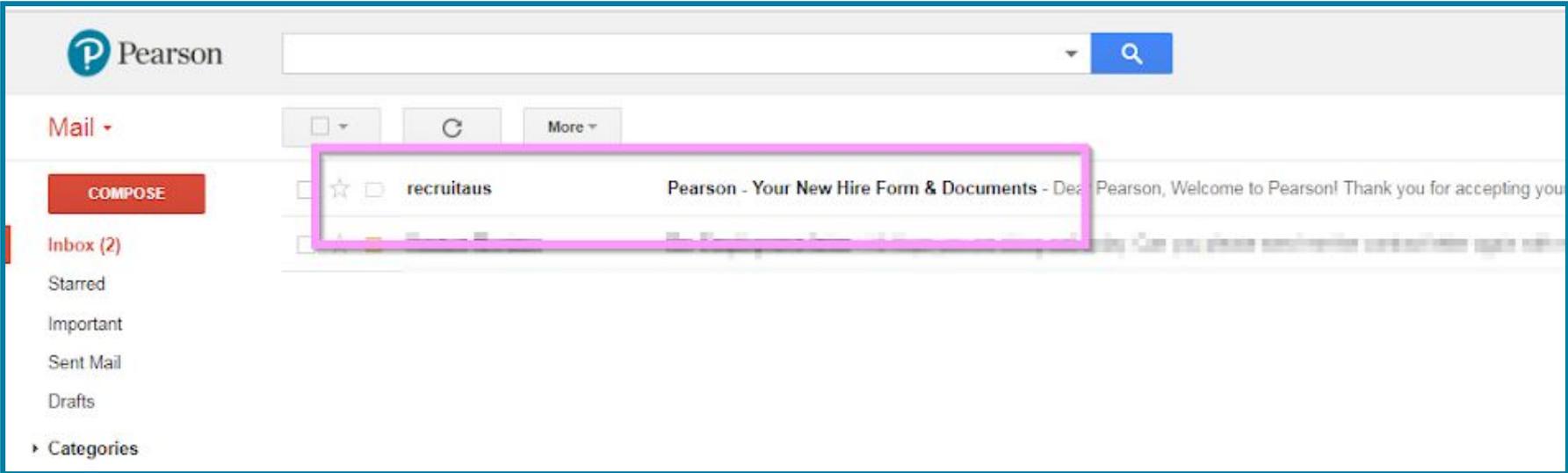


You will receive an email from us with your New Hire Form and Documents.



Click the 'New Hire Form Australia' link from the email you received to open your New Hire Form.

Pearson - Your New Hire Form & Documents Inbox x

 **recruitatus** <Enterprise@trm.brassring.com>
to me ▾



Dear Pearson,

Welcome to Pearson!

Thank you for accepting your employment with us.

click on the link below to complete your New Hire Form:

[New Hire Form Australia](#)

In addition to completing your New Hire Form, please print and complete the following documents:

- [Tax Declaration Form](#) - This form must be returned to us as soon as possible.
- [Superannuation Choice Form](#) - If choosing our default super fund LUCRF (www.lucrf.com.au), you do not need to return the Superannuation Choice Form to us. Otherwise, please print and return the completed form to us as soon as possible.
- [Right to Work in Australia Form*](#) - Please bring this form with you on your first day of work along with your supporting identification. If you are not an Australian citizen, please go to [Visa Entitlement Verification Online](#) and print out your specific work conditions.

**Please note that employers are legally obligated to check your right to work. Failure to provide appropriate documentation may result in ineligibility for employment.*

The Fair Work Information Statement is for you to keep and does not need to be returned to us.

The New Hire Form will open in a new window. **Please ensure all information entered into your New Hire Form is correct, as this will be used to create your Payroll Account.** Depending on your browser, you may need to scroll down to view all fields. Mandatory fields will be marked with an asterisk (*).

PERSONAL DETAILS

*Title	<input type="text"/>	Preferred Name	<input type="text"/>
Selection details		*Gender	<input type="text"/>
*Legal Last Name ⓘ	<input type="text" value="Recruitment"/>	Selection details	
*Legal First Name ⓘ	<input type="text" value="Pearson"/>	*Date of Birth	<input type="text"/> <input type="text"/> <input type="text"/>
Middle Initial	<input type="text"/>		

ADDRESS DETAILS

*Address Line 1	<input type="text" value="100 Station Street"/>	Address Line 2	<input type="text"/>
*City	<input type="text" value="Nunawading"/>	*State	<input type="text" value="Victoria"/>
*Country	<input type="text" value="Australia"/>	*Post Code	<input type="text" value="3131"/>
*Is your Postal Address different from above?	<input type="text"/>		
Selection details			
*(Postal) Country	<input type="text"/>		

CONTACT INFORMATION

*Home phone number ⓘ	<input type="text" value="03 9872 7700"/>	*Personal email address	<input type="text" value="recruitaus@pearson.com"/>
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If you are missing or unsure of any information, you can 'Save as Draft' and come back to it later. Once you have entered all required information, click the 'Save' button to submit it to the system.

*Mobile phone number ⓘ

EMERGENCY CONTACT (MAIN)

*Emergency Contact Name

*Relationship to you

*Day phone number

*Alternate phone number

EMERGENCY CONTACT (SECONDARY)

*Emergency Contact Name

*Relationship to you

*Day phone number

*Alternate phone number

BANKING DETAILS

*BSB Number (6 digits only)

*Account number (no more than 9 digits)

*Tax File Number

*Are you an...

[Selection details](#)

ACKNOWLEDGEMENT

*I confirm that I have the right to work in Australia and that all information I have provided is true and accurate Yes

RIGHT TO WORK IN AUSTRALIA

= required field

Save as draft Save Clear

Once you have completed the online New Hire Form, you must return to the original email to complete the rest of the process. Click the link for the 'Tax Declaration Form' to open the document.



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**Please note that employers are legally obligated to check your right to work. Failure to provide appropriate documentation may result in ineligibility for employment.*

If you would like to nominate your existing superannuation fund, click the 'Superannuation Choice Form' link. If you would like to choose our default superannuation fund LUCRF (www.lucrf.com.au/), you do not need to return the Superannuation Standard Standard Choice Form to us.



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The Superannuation Standard Choice Form will open in a new window, you will need to print and complete the form. Depending on the type of fund you nominate, you may need to attach additional documentation for this to be processed.



Australian Government
Australian Taxation Office

Superannuation Standard choice form

For use by employers when offering employees a choice of fund
and by employees to advise their employer of their chosen fund.

Section A: Employee to complete

1 Choice of superannuation (super) fund

I request that all my future super contributions be paid to: (place an in one of the boxes below)

The APRA fund or retirement savings account (RSA) I nominate Complete items 2, 3 and 5

The self-managed super fund (SMSF) I nominate Complete items 2, 4 and 5

The super fund nominated by my employer (in section B) Complete items 2 and 5

2 Your details

Name

Employee identification number (if applicable)

Tax file number (TFN)

! You do not have to quote your TFN but if you do not provide it, your contributions may be taxed at a higher rate.

Click the link for the 'Right to Work in Australia Form' to open the document.



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Please print out and bring this form with you on your first day of work along with your supporting identification documentation. If you are not an Australian Citizen, you will also need to print out and bring along your specific work conditions from Visa Entitlement Verification Online ([VEVO](#)). **Please bring your original documents to be sighted by your Manager on your first day of work.**



Right to Work in Australia form

This form is to be completed and printed by all new employees of Pearson Research & Assessment (NCS Pearson Pty Ltd). Please bring original documents with you on or before your first day of work. The documents are to be sighted by your manager/supervisor or HR.

ARE YOU AN...

Australian citizen → GO TO 1

New Zealand citizen → GO TO 2

Australian permanent resident → GO TO 2

Other visa holder → GO TO 2

1. AUSTRALIAN CITIZEN

Please provide one of the following documents

- Australian passport OR
- Australian Citizenship Certificate & photo identification OR
- Full Australian Birth Certificate if born before 20 August 1986 & photo identification OR
- Full Australian Birth Certificate if born on or after 20 August 1986, photo identification and evidence that at least one parent was an Australian Citizen or permanent resident at the time of your birth

2. AUSTRALIAN PERMANENT RESIDENT NEW ZEALAND CITIZEN OTHER VISA HOLDERS

Please provide one of the following documents

- Passport with a permanent resident visa OR
- New Zealand passport OR
- Passport with a valid visa that enables you to reside and work in Australia

Passport details

FULL NAME: _____

The Fair Work Information Statement can be printed for your records, but is not required to be returned to us.



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The [Fair Work Information Statement](#) is for you to keep and does not need to be returned to us.

Required documents must be returned to us using the method below

Required documents are to be scanned and returned to our Payroll Department at: prapayroll@pearson.com

Welcome to Pearson!

Thank you for accepting your employment with us.

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Required documents must be returned to us using the method below



Scan

Scan all documents and email them to our Payroll Department at: prapayroll@pearson.com

Need help? [Click here for a short video to help you complete this process.](#)