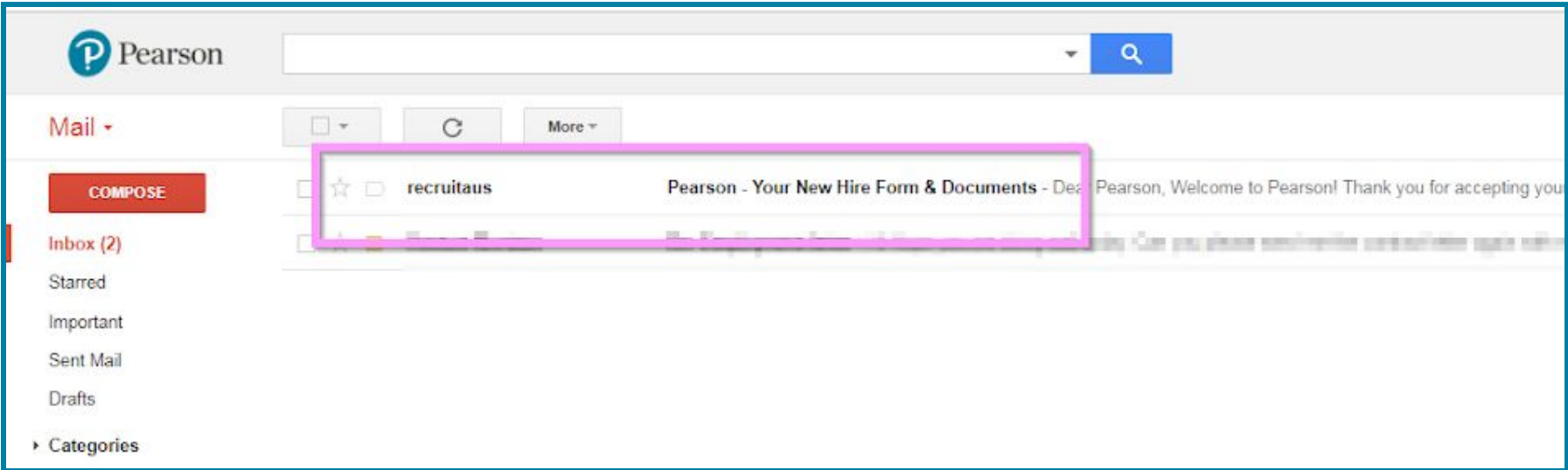




You will receive an email from us with your New Hire Form and Documents.



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

 **recruitaus** <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](http://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. 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"/>
<a href="#">Selection details</a>			
*Legal Last Name ⓘ	<input type="text" value="Recruitment"/>	*Gender	<input type="text"/>
<a href="#">Selection details</a>		<a href="#">Selection details</a>	
*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"/>		
<a href="#">Selection details</a>			
*(Postal) Country	<input type="text"/>		

**CONTACT INFORMATION**

*Home phone number ⓘ	<input type="text" value="03 9872 7700"/>	*Personal email address	<input type="text" value="recruit@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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The Tax File Number Declaration will open in a new window, you will need to print and complete the form. This form is required for all employees and must be returned to us as soon as possible.



**Australian Government**  
**Australian Taxation Office**

**Tax file number declaration**

This declaration is NOT an application for a tax file number.

- Use a black or blue pen and print clearly in BLOCK LETTERS.
- Print X in the appropriate boxes.
- Read all the instructions including the privacy statement before you complete this declaration.

ato.gov.au

**Section A: To be completed by the PAYEE**

**1 What is your tax file number (TFN)?**    

For more information, see question 1 on page 2 of the instructions.

**OR** I have made a separate application/enquiry to the ATO for a new or existing TFN.

**OR** I am claiming an exemption because I am under 18 years of age and do not earn enough to pay tax.

**OR** I am claiming an exemption because I am in receipt of a pension, benefit or allowance.

**2 What is your name?**     Title: Mr  Mrs  Miss  Ms

Surname or family name

First given name

Other given names

**3 What is your home address in Australia?**

Suburb/town/locality

State/territory

Postcode

**4 If you have changed your name since you last dealt with the ATO**

**5 What is your date of birth?**     Day   / Month   / Year

**6 On what basis are you paid? (select only one)**

Full-time employment      Part-time employment      Labour hire      Superannuation or annuity income stream      Casual employment

**7 Are you: (select only one)**

An Australian resident for tax purposes      A foreign resident for tax purposes      **OR**     A working holiday maker

**8 Do you want to claim the tax-free threshold from this payer?**

Only claim the tax-free threshold from one payer at a time, unless your total income from all sources for the financial year will be less than the tax-free threshold.

Yes      No      Answer **no** here if you are a foreign resident or working holiday maker, except if you are a foreign resident in receipt of an Australian Government pension or allowance.

**9 (a) Do you have a Higher Education Loan Program (HELP), Student Start-up Loan (SSL) or Trade Support Loan (TSL) debt?**

Yes      Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.     No

**(b) Do you have a Financial Supplement debt?**

Yes      Your payer will withhold additional amounts to cover any compulsory repayment that may be raised on your notice of assessment.     No

**DECLARATION by payee:** I declare that the information I have given is true and correct.

Signature

Date Day   / Month   / Year

You MUST SIGN here

There are penalties for deliberately making a false or misleading statement.

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/](http://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](#)).



## 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
- Australian permanent resident → GO TO 2
- New Zealand citizen → 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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**Required documents must be returned to us using the method below**

