

# 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: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

COUNTRY OF ISSUE: \_\_\_\_\_

PASSPORT NUMBER: \_\_\_\_\_

EXPIRY DATE: \_\_\_\_\_

### Visa details

EXPIRY DATE (if known): \_\_\_\_\_

WORK CONDITIONS/RESTRICTIONS (if known): \_\_\_\_\_

*Please note: Your work rights will be confirmed with the Australian Government Department of Immigration and Citizenship.*

Please login to [VEVO](#) and either print your work restrictions and bring with you to training, or you may email to [praworkrights@pearson.com](mailto:praworkrights@pearson.com). Please include your job title in the subject line if emailing.

## ACKNOWLEDGEMENT (EMPLOYEE TO COMPLETE)

I, \_\_\_\_\_, confirm that I have the right to work in Australia and that all information I have provided is true and accurate.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- OFFICE USE ONLY
- Original documents sighted
  - Section 2 only: VEVO check done
  - Full work rights?     YES     NO
  - Approved

INITIALS: \_\_\_\_\_

DATE: \_\_\_\_\_

If no, what restrictions? \_\_\_\_\_