

# Documentation Required



## **\*\*IMPORTANT\*\***

The following documents need to be provided to the City prior to your commencement date.

You will not be permitted to commence until you have provided satisfactory evidence of your eligibility to work and if applicable, your driver's licence & qualifications.

### **Eligibility and Right to Work in Australia:**

All employees are required to provide evidence of their right to work in Australia by providing one of the following documents:

- Australian/New Zealand Passport;
- Australian/New Zealand Birth Certificate and a form of photo ID;
- Australian/New Zealand Citizenship Certificate;
- Permanent Residency Visa and international passport; or
- Valid visa permitting you to work in the nominated position and international passport.

The original document(s) must be sighted by a City representative and a copy taken to be held on file, prior to your commencement date.

### **Driver's License:**

In order for employees to be eligible to use a City vehicle, a valid driver's license must be must be sighted by a City representative and a copy taken to be held on file, prior to your commencement date. Not all position require a driver's licence, to confirm if one is essential for your position review the selection criteria within the position description.

### **Qualifications, Certificates, Tickets & Licenses:**

Where a position requires qualifications, certificates, tickets or licenses, employees are required to provide the original copy or a certified copy to a City representative prior to the commencement date. Qualifications, certificates, tickets or licenses will be verified with the issuing agency and a copy will be held on file.