
****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 sighted by a City representative and a copy taken to be held on file, prior to your commencement date. Not all positions 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 & License's:

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.