

# Pre-Employment Information Declaration and Personal Details



*For staff who have previously worked at Massey, or current staff who have obtained a new role in another department.*

Name

Staff ID No or  
IRD number

Please complete this form and return with your signed offer of employment.

## Pre-Employment Information

***By signing this document you are attesting that the pre-employment information currently held on your personal file is correct and up to date. If for any reason your status in relation to the matters below has changed, please advise us of these changes below. If you do not notify the University of these changes, this may result in your employment with Massey being reconsidered.***

### **Are there any changes to:**

Immigration status      No      Yes

Health      No      Yes

Conflict of interest      No      Yes

*If yes, please give details:*

Have you been convicted of any offence, or do you have any impending legal proceedings against the law in New Zealand, or in any other country (including careless driving and drinking offences)?

No  Yes

*If yes, please give details:*

In some circumstances the University may require you to undertake a full pre-employment check for a position even if you have previously been employed at the University. This may be due either to the length of time between engagements, the requirements of the position, or notification that a change in one of the above statuses indicate that a full check is required.

## Personal Details

Current address

Phone number      Home       Mobile

Bank account details

Union membership recommencement      No  Yes

Emergency contact       Ph.

Change of name/title - *please provide verified copy of legal document*

Title       Name

## Kiwisaver

*(Note: you will not be automatically enrolled into Kiwisaver. As an exempt employer, Massey offers employees its own Superannuation Scheme.)*

If you are currently a Kiwisaver member, please tick the box      Yes

*Deductions will be made at the default rate of 3%, unless either a KS2 form is provided specifying another rate, or a contributions holiday notice KS6 form is received. Forms are available at [www.kiwisaver.govt.nz](http://www.kiwisaver.govt.nz)*

## DECLARATION

I \_\_\_\_\_, confirm that I am currently/have been employed by Massey University in the last year, and that the details that I provided at the commencement of that employment period remain true and correct, unless specifically advised above.

Signature \_\_\_\_\_ Date \_\_\_\_\_