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| UQ logo | **PERSONAL DETAILS FORM** **This form must be completed by all employees providing or changing their name, title or gender Please use BLOCK LETTERS and ticks unless otherwise instructed.****Please forward to your local HR contact in the Professional Services Team servicing your Faculty/Institute/Organisational Unit as soon as possible.** |
| **EMPLOYEE DETAILS:** |
| **Employee Number:**  |  |  |  |  |  |  |  | Title:(e.g. Mr/Mrs/Ms/Miss/Mx/Dr) |  |
| Date of Birth: |  | Surname: |  |
| Given Names: |  |
| Gender: |[ ]  Male | [ ]  | Female |[ ]  X (Indeterminate/Intersex/Unspecifed) |
| **CHANGE OF RESIDENTIAL ADDRESS, NEXT OF KIN, TELEPHONE NUMBERS AND BANKING DETAILS:**  |
| You can update your address, phone number and banking details in [MyAurion](https://myaurion.hr.uq.edu.au/).**Bank Account details** must be actual account number, not Visa or credit card number. Please contact your financial institution to confirm your account number and BSB code. Payments may be delayed if incorrect information is provided.  |
| **CHANGE OF NAME:**  |
| Birth certificate, passport, marriage certificate, or statutory declaration of a de facto relationship, decree nisi or death certificate, or other relevant formal personal identification is required to change names. Original documents or certified copies should be sighted by your local HR contact in the Professional Services Team servicing your Faculty/Institute/Organisational Unit. It is not necessary for any documents to accompany the form. |
| **Effective Date:** |  | **Title:** (e.g. Mr/Mrs/Ms/Miss/Mx/Dr) |  |
| Surname: |  | Given Names: |  |
| **EMPLOYEE CERTIFICATION:**  |
| I certify that the above information is correct. |
| **Employee’s Signature:** |  | **Date:** |  |
| **Verified by Signature:** |  | **Date:** |  |
| **Human Resources Use Only:**  |
| **Entered by:** |  | **Date Processed:** |  |
| **Checked by:** |  | **Date Checked** |  |

*1 UQ collects gender for a variety of purposes, including internal and mandatory external reporting to comply with legislative and other reporting requirements of the University. For more information about the use of and access to staff gender data, go to the* [*Gender Diversity site*](https://www.uq.edu.au/equity/content/gender-diversity)*.*