

# Personal information

The information you provide in this section will be used to update the department's human resource management system and will be used to contact you. Please use capitals as appropriate.

*Please note: for **new job seekers**, the information provided in your job seeker account will not be brought into the department's human resource management system and you will not be issued with an employee ID number until you have completed and submitted an application for employment or have applied for an advertised position in EDUjobs. For **existing application holders**, any changes to the job seeker account will be automatically brought into the departments human resource management system.*

Identity document evidence **MUST** be attached. This can be a copy of your birth certificate, passport or Australian citizenship certificate. If you are a non resident of Australia you are required to provide a copy of your visa and passport.

If you have second, third or more middle names you **MUST** include all names in the all other names section to ensure there is no delay in processing your application.

Documents must match your legal name (birth name) not your preferred name. If your name has changed since your birth include all your name change documents eg birth certificate, official marriage certificate or name change certificate.

If you are changing your birth date from what is recorded in the department's human resource management system a copy of your birth certificate is to be attached in the appropriate section of this application.

For Aboriginal applicants living in remote communities who cannot access a birth certificate, the department will accept two letters of verification provided by community leaders. Community leaders include traditional elders and the school's principal.

**It is the applicant's responsibility to ensure this information is always accurate and will need to be updated when any changes are made.**

**Preferred name:** your preferred name is the name you would prefer to be called. Eg first name: Elizabeth, preferred name: Beth.

**Previous name:** this is any other name you have been known by which has either been changed by choice, deed poll or marriage.

**Identity number:** if you have previously been employed by the department, write your identity number in the appropriate box (if you have a six digit identity number preface it with a '0').

***If you do not have an identity number or cannot remember it, please leave this section blank.***

**Postal address:** ensure that you indicate street, avenue, road etc if applicable. Please ensure you enter the postcode in the correct cell.

**Postcodes can be checked at the following link:** <http://auspost.com.au/postcode>

**Email:** your email address will be used as the first contact for all communications and so should be unique to you personally.

**Gender:** select your gender from the drop down list; female, male or other. Category other refers to not being an intended sex or intended gender diverse.



# Personal information

For further support with	Contact
System issues eg password issues, email address, internet service provider, your browser, attachments, cannot add additional rows or boxes	<b>Big Red Sky Help Desk</b> Tel: 1300 733 056 Email: <a href="mailto:helpdesk@bigredsky.com">helpdesk@bigredsky.com</a>
Employable applicants Applications for teaching or ancillary pools (ETR/EAR) Authority to teach/work letters Requirements for employment	<a href="mailto:Education.Recruitment@sa.gov.au">Education.Recruitment@sa.gov.au</a>
Permanent and current temporary employees Advertised position Appointment letters Change in time	<a href="mailto:Education.HR@sa.gov.au">Education.HR@sa.gov.au</a>

