



**MOP(S) ACT EMPLOYEES**

**EMPLOYEE'S PERSONAL PARTICULARS**

<p><b>Options for returning your completed form</b> Scan and Email to: <a href="mailto:MOPSPay&amp;Conditions@finance.gov.au">MOPSPay&amp;Conditions@finance.gov.au</a> or Post to: Ministerial and Parliamentary Services Department of Finance One Canberra Avenue FORREST ACT 2603</p>	<p><b>Enquiries:</b> Ministerial and Parliamentary Services Email: <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a> Phone: (02) 6215 3333</p>
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<b>EMPLOYER DETAILS</b>	▶ Employer name	<input style="width: 100%;" type="text"/>
	▶ Employer state	<input style="width: 100%;" type="text"/>

<b>EMPLOYEE DETAILS</b>	▶ Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other <input type="checkbox"/> <input style="width: 50px;" type="text"/>
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**Note:** Proof of identity and birth date is required.

▶ Last name	<input style="width: 100%;" type="text"/>	
▶ All given names	<input style="width: 100%;" type="text"/>	
▶ Preferred name (if different)	<input style="width: 100%;" type="text"/>	
▶ Previous names (by Deed Poll or marriage)	<input style="width: 100%;" type="text"/>	
▶ Date of birth	<input style="width: 100px;" type="text"/>	AGS no. (if applicable) <input style="width: 100px;" type="text"/>
▶ Place of birth (as it appears on birth certificate or extract)	Town/City	State
	Country	
▶ Citizenship	Australian <input type="checkbox"/>	Other <input type="checkbox"/> <input style="width: 50px;" type="text"/>
▶ Current security clearance	Department or Agency	
	Clearance level	Date
▶ Home address	<input style="width: 100%;" type="text"/>	
	Postcode	
▶ Work address	<input style="width: 100%;" type="text"/>	
	Postcode	
▶ Preferred postal address	<input style="width: 100%;" type="text"/>	
	Postcode	

**Work Base** — The work base nominated must be the office where the Employee will spend most of their time on duty.

▶ Nominated Work Base	Electorate <input type="checkbox"/>	Parliament House <input type="checkbox"/>	Other <input type="checkbox"/> <input style="width: 50px;" type="text"/>
▶ Official .gov.au email address	<input style="width: 100%;" type="text"/>		
▶ Personal email address	<input style="width: 100%;" type="text"/>		
▶ Work phone number	<input style="width: 150px;" type="text"/>	Mobile number	<input style="width: 100px;" type="text"/>

<b>PREVIOUS EMPLOYER (If moving between offices)</b>	▶ Employer name	<input style="width: 100%;" type="text"/>
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**BANK DETAILS**

▶ Give details of the account you want your **salary** paid to

Name of financial institution

Branch

Branch number (BSB)

Account number

▶ Give details of the account you want your **Travelling Allowance** paid to (if same as above, write 'as above')

Name of financial institution

Branch

Branch number (BSB)

Account number

<p><b>Automatic fortnightly deductions</b></p> <p>Facility exists for automatic fortnightly deductions to be made to most medical funds, life insurance companies and financial institutions (i.e. credit unions, building societies and banks). Any of these deductions may be commenced or varied at any time at your written request. The maximum number of deductions to financial institutions is 6.</p>	<p><b>Taxation</b></p> <p>Tax is deducted on a fortnightly basis at the rate specified in the Tax file number Declaration form. If a tax file number is not provided within 28 days of commencement, and there is no indication that you have requested your tax file number, tax will be deducted at the highest marginal tax rate.</p>	<p><b>Changes</b></p> <p>Should any changes occur in any of the details provided on this form, please complete a new form or email the Staff Help Desk at <a href="mailto:mpshelp@finance.gov.au">mpshelp@finance.gov.au</a></p>
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**PREVIOUS PUBLIC SECTOR EMPLOYMENT**

▶ Give details of previous public sector employment, including any employment under the *Members of Parliament (Staff) Act 1984*, starting from the most recent that you may wish to use in support of a claim for prior service recognition. (If insufficient space, please attach a separate sheet.)

Employer	Period of employment
	From
	To
	From
	To
	From
	To

Periods of prior Australian Government or state government service may be accepted for long service leave and other entitlements. The employee is responsible for providing M&PS with documentary evidence to support such prior service. A 'prior service kit' is available on the Ministerial and Parliamentary Services website at [http://maps.finance.gov.au/forms/docs/Prior\\_Service\\_Kit.pdf](http://maps.finance.gov.au/forms/docs/Prior_Service_Kit.pdf)

**SIGNATURE**

▶ By signing this form, I acknowledge that:

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.
- I have read and understood the Privacy Collection Notice (see below).

**Signature of Employee**  Date

- I understand that knowingly giving false or misleading information is a serious offence under the *Criminal Code Act 1995*.

**Signature of Employer or Authorised Person**  Date

Name (if authorised person)