

## EVIDENCE OF RIGHT TO WORK IN AUSTRALIA

Status	Only use these Document Types to confirm Status	Work Rights	Verification
<b>Australian citizens</b>  <b>New Zealand citizens</b>	Sight and load a colour scanned copy to SCOUT of either: <ul style="list-style-type: none"> <li>Australian <i>or</i> New Zealand passport</li> <li>Australian birth certificate <i>and</i> a form of photo identification</li> <li>Evidence of Australian citizenship <i>and</i> form of photo identification</li> <li>Certificate of Status for New Zealand citizens in Australia <i>and</i> a form of photo identification.</li> </ul>		
<b>Australian permanent residents</b>	Sight and load a colour scanned copy to SCOUT of either: <ul style="list-style-type: none"> <li>Certificate of permanent resident status <i>and</i> a form of photo identification</li> <li>A passport issued by the government of another country. HR will conduct an on-line verification using this document.</li> </ul> <p>In the absence of a form of government-issued photo identification, an employer might choose to sight <i>as many of the following</i> supporting documents considered necessary to confirm identity:</p> <ul style="list-style-type: none"> <li><u>confirmation of enrolment to vote</u> in Australian state or federal elections</li> <li>Medicare card</li> <li>Driver's licence / taxi license</li> <li>tax file number</li> <li>references from previous employers</li> <li>tenancy agreements or home ownership details</li> <li>tertiary qualifications certificate</li> <li>trade certificate</li> <li>Change of name certificates (if applicable).</li> </ul> <p><b>Note:</b> <i>The above documents do not, on their own, provide evidence of permission to work.</i> We recommend copies of any sighted documents be kept in the employee's record.</p>	Legal workers with unlimited permission to work in Australia	Single check confirming this at the time of employment
<b>Foreign Nationals</b>	Sight and load a colour scanned copy to SCOUT: <ul style="list-style-type: none"> <li>A passport issued by the government of another country. HR will conduct an on-line verification using this document.</li> </ul>	Limited by VISA restrictions. Must complete check for work rights/conditions and limitations	HR complete on-line check.  Additionally, also collect a VEVO email from a visa holder to provide to HR to confirm there are <b>no</b> work restrictions associated with that person's visa.