



Please write in **CAPITALS** and legibly

Personal Details

Employee Name: _____
First name(s) Middle name(s) Surname

Preferred Name: _____

(We understand that your name is an integral part of your identity. For your ID Badge and email, we want you to feel comfortable and use the name that you go by and prefer.)

Personal Pronouns: ☐ She/her ☐ He/him ☐ They/them Other: _____

Address: _____

Personal Mobile: _____

Email: _____ (email address for your payslips to be sent to)

Birth date: ____/____/____

Emergency Contacts *(Please provide 2 emergency contacts. Please ensure this information continues to be kept up to date through Jadestar self service)*

First name _____ Last name: _____ Relationship _____

Phone work/home: _____ Mobile: _____ Email: _____

First name _____ Last name: _____ Relationship _____

Phone work/home: _____ Mobile: _____ Email: _____

Bank Account *(Needed for payment of your salary or wages. Attach a copy of the bank account details – eg bank statement, internet banking screen shot, deposit slip –OR print the number below):*

_____-_____-_____-_____

Please continue to page 2



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Personal Biographical Details

Filling in this section is totally voluntary, but helps us in two ways:

- It lets us understand and report on our overall staffing profile, which does not identify specific kaimahi.
- It means we can get in touch to consult on matters related to a group you've said your part of.

These details aren't used for anything else. If you would like to share this information, please fill out as much or as little as you want, choosing the option or options that make the most sense to you.

Gender Identity: ☐ Female ☐ Male ☐ Another Gender ☐ I am: _____

Nationality (as stated on your passport): _____

Ethnicity: ☐ Asian ☐ European/Pākehā ☐ Māori ☐ Middle Eastern/Latin American/Africa (MELAA)
☐ Pacific Peoples ☐ Other Ethnicity

Detailed ethnicity grouping: _____

**Te Papa would like to capture your ethnicity at both the high level, and detailed level. You are welcome to identify with more than 1 high level ethnicity grouping and specify individual ethnicity groups also.*

Iwi: _____

Ngā Whetū Ririki: If you have selected Māori ethnicity, you are welcome to be part of Ngā Whetū Ririki – Māori Staff Forum. Do you consent to have your details passed on and receive information about Ngā Whetū Ririki :

☐ Yes ☐ No

Highest Qualification Level: ☐ NZQA 1 ☐ NZQA 2 ☐ NZQA 3 ☐ Certificate
☐ Diploma ☐ Degree ☐ Masters ☐ Doctorate

Major/ Topic _____

Issuing Institution _____

Disability: ☐ Physical ☐ Hearing ☐ Psychological ☐ Vision ☐ Intellectual
☐ Other (speaking, learning, memory, and developmental) _____

Declaration:

I confirm the above is a true and correct representation of my details:

Signature _____ **Date** _____

Electronic Signature