

FORM D

## DEPARTMENT OF FOREIGN AFFAIRS AND TRADE

**Notification of Employment of Locally Engaged Staff Member**

Mission / Post : \_\_\_\_\_

City : \_\_\_\_\_

**1. FULL NAME (please underline family name)**

Full name : \_\_\_\_\_

Title : \_\_\_\_\_ (e.g. Mr, Mrs, Ms)

Date of birth : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Sex : Male / Female

Marital status : Single / Married

**2. DATE COMMENCED DUTIES**

Date commenced duties : \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Title : \_\_\_\_\_

Primary functions : \_\_\_\_\_

Does mission know staff member's Tax File Number? \_\_\_\_\_

**3. DETAILS OF PERSON BEING REPLACED**

Full name : \_\_\_\_\_

**4. NATIONALITY AND CITIZENSHIP DETAILS**

Current citizenship : \_\_\_\_\_ At birth : \_\_\_\_\_

Dual national : Yes / No If Yes, give other nationality : \_\_\_\_\_

**If not an Australian citizen, does staff member possess Australian permanent resident status?**  
Yes / No

Other visa status : \_\_\_\_\_

**5. RESIDENTIAL ADDRESS**

Address : \_\_\_\_\_

Suburb / City : \_\_\_\_\_ State : \_\_\_\_\_ Postcode : \_\_\_\_\_

Phone number : (area code) \_\_\_\_ (number) \_\_\_\_\_ Mobile number : \_\_\_\_\_