EMPLOYEE DETAILS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Personal Details** | | | | | | | |
| Last name: | | | First name: | | | | |
| Street address: | | | | | | | |
| Suburb: | Post code: | | | | | State: | |
| Phone (h): | | | Phone (m): | | | | |
| Email: | | | | | | | |
| Please send pay advice via | Post 🞎 | | Email 🞎 | | | | |
| Commencement date: | | | | | | | |
|  | | | | | | | |
| **Emergency Contact 1** | | | | | | | |
| Last name: | | | First name: | | | | |
| Street address: | | | | | | | |
| Suburb: | Post code: | | | | | State: | |
| Phone(h): | Phone(m): | | | | | Relationship: | |
|  | | | | | | | |
| **Emergency Contact 2** | | | | | | | |
| Last name: | | | First name: | | | | |
| Street address: | | | | | | | |
| Suburb: | Post code: | | | | | State: | |
| Phone(h): | Phone(m): | | | | | Relationship: | |
|  | | | | | | | |
| **Superannuation Details** | | | | | | | |
| Superannuation fund: | | | | | | | |
| Membership #: | | | | | Phone: | | |
| ABN: | | USI: | | | | |  |
|  | | | | | | | |
| **Bank Account Details** | | | | | | | |
| Account name: | | | | | | | |
| Bank: | | | Branch: | | | | |
| BSB: | | | Account number: | | | | |
|  | | | | | | | |
| **Declaration** | | | | | | | |
| I declare that I have been provided with:   * Fair Work Information Statement * Modern Award or agreement * Superannuation Choice form | | | | | | | |
| Signed: | | | | Date: | | | |
|  | | | | | | | |

**OFFICE USE ONLY**

Completed:

|  |
| --- |
| TFN declaration lodged with ATO |
| Super choice form signed |
| Fair Work information statement provided |
| Modern award or agreement provided |
| Employee agreement signed |
| Employee induction complete |