

STAFF EMPLOYMENT DETAILS

Employer Name:

Employer ABN:

Confidential

1. PERSONAL INFORMATION:

Full Name	<input type="text"/>	Home Address	<input type="text"/>
Date of Birth	<input type="text"/>		
Email	<input type="text"/>		
Phone (Home)	<input type="text"/>	Mailing Address (if different from above)	<input type="text"/>
Phone (Mobile)	<input type="text"/>		

2. EMERGENCY CONTACT:

Full Name	<input type="text"/>	Email	<input type="text"/>	Phone (Work)	<input type="text"/>
Relationship	<input type="text"/>	Phone (Home)	<input type="text"/>	Phone (Mobile)	<input type="text"/>

3. EMPLOYMENT DETAILS:

Commence Date	<input type="text"/>	Award/Agreement Name	<input type="text"/>
Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual	Employee Position	<input type="text"/>
	<input type="checkbox"/> Fixed Term <input type="checkbox"/> Apprentice <input type="checkbox"/> Trainee	Payment Method (eg. Cheque)	<input type="text"/>
		Pay Period (eg. Weekly)	<input type="text"/>

4. BANKING DETAILS:

Name of Bank	<input type="text"/>	Account Name	<input type="text"/>
Address	<input type="text"/>	BSB Number	<input type="text"/>
		Account Number	<input type="text"/>

5. TAX:

Under the Privacy Act 1988 (Cth) you do not need to supply your Tax File Number however you will be taxed at a higher rate.

Tax File Number

6. SUPERANNUATION:

Nominated Superannuation Fund	<input type="text"/>	Contact Number	<input type="text"/>
Address	<input type="text"/>	Membership Number	<input type="text"/>

7. WORKERS' COMPENSATION

Workers Compensation - Policy Name	<input type="text"/>	Policy Number	<input type="text"/>
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8. TERMINATION DETAILS

Date Notice Given	<input type="text"/>	Reason Given	<input type="text"/>
Terminated By	<input type="text"/>	Date Employment Ceased	<input type="text"/>

NOTE: All records must be retained for a minimum of seven (7) years from the date the employee ceases their employment. Where the business changes hands, the records should be transferred to the new employer.