



## Employee Details Form

### Personal Details

First name: ..... Surname: ..... DOB: ..... / ..... / .....

Start date: ..... / ..... / ..... Tax File Number: 

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Address: ..... Email: .....

Suburb: ..... State: ..... Postcode: .....

Home phone: ..... Mobile: .....

Emergency contact: ..... Relationship: .....

Address: .....

Suburb: ..... State: ..... Postcode: .....

Home phone: ..... Mobile: .....

### Position Details

Position title: .....

Name of award or workplace agreement: .....

Employment status:    Full time     Part time     Casual     Temporary     Volunteer

Hours to be worked each week: .....

### Banking & Superannuation Details

Bank: ..... Branch: .....

Account name: .....

BSB: 

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 Account number: .....

Name of superannuation fund: .....

Member number: ..... USI: .....

Employer contribution: .....