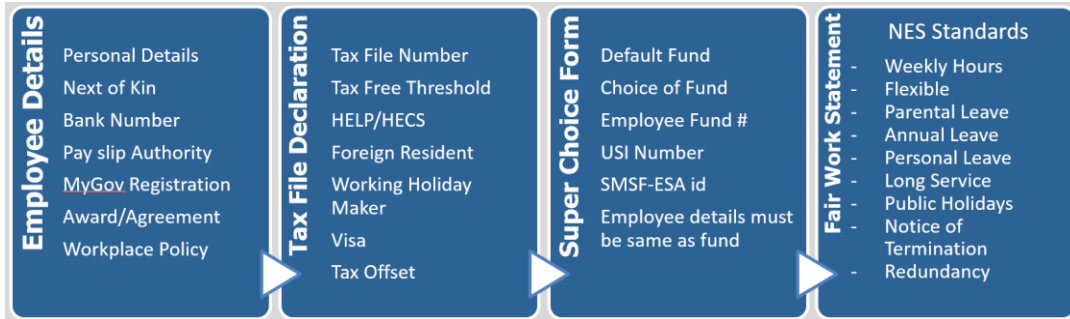


# New Employee Form

## Employment Kit



## Employee Details

Name: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email (personal): \_\_\_\_\_

Emergency Person: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Classification: Casual / Part-Time / Full Time (Please Circle)

### Details for Contractors:

Business Name: \_\_\_\_\_

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

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

ABN: \_\_\_\_\_ ACN: \_\_\_\_\_

*Do you have a visa to work in Australia? Not Required / Yes (provide copy of Visa)*

*Do we have permission to email payslips and annual payment summary to the above email address? Yes / No*

## Bank Account Details

Account Name: \_\_\_\_\_ Name of Bank: \_\_\_\_\_

BSB Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Tax File Number Declaration

A [TFN declaration form](#) has been provided to you. This form is required before any wage is paid.

## Super Choice Form

As per [Super Choice Form](#) provided.

*If Superannuation details are not received within two weeks of commencing employment, your employer superannuation contributions will be paid into our default company fund AustralianSuper.*

## Fair Work Information Statement

A copy of the [Fair Work Information Statement](#) and [National Employment Standards](#) has been provided to you.

***I declare that this information is true and correct; I have received a Super Choice Form, Fair Work Information Statement and TFN Declaration.***

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee / Contractor

## Employer Use Only

### Employee:

Employment Status: Ongoing / Temporary / Other (specify) \_\_\_\_\_

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

### Pay Rate:

Annual \_\_\_\_\_  
Monthly \_\_\_\_\_  
Hourly Rate \_\_\_\_\_

### Billing Rate:

Hourly Rate \_\_\_\_\_  
Project \_\_\_\_\_  
Project \_\_\_\_\_

Date of first pay review: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Contractor:

Status: Base Hourly Rate: \_\_\_\_\_ Status: Contractor

Superannuation Payable: Yes / No (Use [Contractor vs Employee Tool](#) to determine)

Date of first pay review: \_\_\_\_\_

## Employer Details

Registered Business Name: \_\_\_\_\_

ABN: \_\_\_\_\_

**Payroll is processed 2-3 days after the last Sunday of every month.**