

Employee Information Sheet

Employer / Business name:

Personal Details		
First Name:		Last Name:
Start Date:		Date of Birth:
Tax File Number: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Address:		
City/Town:		State: Postcode:
Home Phone:	Mobile:	Email:
Next of Kin:		
Relationship:		
Address:		
City/Town:		State: Postcode:
Home Phone:	Mobile:	Email:
Position Details		
Position Title:		
Employment status: Full time / Part time / Temporary / Casual		
Banking and Superannuation Details		
Bank:		Branch:
Account Name:		
BSB: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Acct Number:
Name of Super fund:		
Member number:		
Super Payment details: (ie Bpay or EFT & reference details)		
Superfund USI (Unique Superannuation Identifier) :		

Template 10: Employee Information Sheet (Continued)

Other Details	
Driver's Licence No:	Driver's Licence Class:
Other Certificates/Licences:	
Passport No.:	Visa Title:
Health Fund:	
Name of Fund:	
Member No:	
Any other information the employer should be aware of	

Manager to complete	
Employment Level:	Pay rate:
Start Date:	Probation End date:
Signature:	Date: