

Name of Employer or Business

Paperwork Distributed & Returned Checklist

Employee Name: _____

	Distributed	Explained	Returned	Discussed
• Tax File Number Declaration	<input type="checkbox"/>	 <input type="checkbox"/>	
• Employee Details	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Superannuation Standard Choice Form	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Accommodation Agreement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Medical Declaration Form	<input type="checkbox"/>	 <input type="checkbox"/> <input type="checkbox"/>
• Employment Contract	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Position Description	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Copy of Passport	<input type="checkbox"/>	 <input type="checkbox"/>	
• Copy of Visa	<input type="checkbox"/>	 <input type="checkbox"/>	
• Copy of Drivers' License	<input type="checkbox"/>	 <input type="checkbox"/>	
• Copy of Police Clearance	<input type="checkbox"/>	 <input type="checkbox"/>	
• Time Sheet	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
• Employee Pack	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<i>Contact Info</i>	<input type="checkbox"/>			
<i>Emergency Info</i>	<input type="checkbox"/>			
<i>Farm Info</i>	<input type="checkbox"/>			
<i>Community Info</i>	<input type="checkbox"/>			
<i>Code of Conduct</i>	<input type="checkbox"/>			
<i>WHS Policy</i>	<input type="checkbox"/>			
<i>Machinery & Equip Info</i>	<input type="checkbox"/>			
<i>Farm Maps</i>	<input type="checkbox"/>			
• Induction Schedule	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Date completed

Employer signature

Employee signature