

New Employee Checklist

(Australia)



PERSONAL INFORMATION

(to be completed by the employee)

First Name		Middle Name	
Last Name			
Date of Birth		Tax File Number	
Personal Email Address			
Address			
Suburb, State		Post Code	
Phone Numbers			
Emergency Contact			
Bank Account Name		(please attach proof of account number)	
BSB Number		Account Number	
Super Fund Name		Member Number	

We suggest that you enter your PERSONAL email address rather than your new work email address. This ensures that your payslip and other information gets sent to your private email address and ensures that you still get data after the end of your employment.

Please attach a completed [Tax file number declaration](#) and [Superannuation standard choice form](#).

We are required to provide you with a copy of the Fair Work Information Statement. [You can download it from here](#). Submitting this form acknowledges that you have received the statement.

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EMPLOYMENT INFORMATION

(to be completed by the employer)

Personal Information sheet also required

Employee's Name			
Job Title		Employment Basis	<input type="radio"/> Full-Time <input type="radio"/> Part-time <input type="radio"/> Casual <input type="radio"/> Labour Hire <input type="radio"/> Superannuation Income Stream
State of Employment (Holiday Group)		Standard hours per month	
First day of employment		Modern Award Classification (if any)	
Pay Rate:	\$	Per	<input type="radio"/> hour <input type="radio"/> day <input type="radio"/> week <input type="radio"/> month <input type="radio"/> year
Annual Leave Entitlement (minimum 20 days)		Personal Leave Entitlement (minimum 10 days)	
Special Benefits or Allowances			
Special Deductions			