

New Employee Details Form

This form is for new employees to fill out upon their commencement of employment to ensure the company has all necessary employee details

1. Personal details			
Surname:			
Given name(s):			
Preferred name:			
Start date:			
Position title:			
Employment status:	Full time/ Part time / Casual		
Date of birth*:			
Home address:			Postcode:
Postal address:			Postcode:
Email address:			
Telephone (H):		Mobile:	
2. Emergency (next of kin) contact details			
Contact name (1):			
Home address:			Postcode:
Telephone (Home):		Telephone (Work):	
Mobile:			
Contact name (2):			
Home address:			Postcode:
Telephone (Home):		Telephone (Work):	
Mobile:			

3. Banking details

Bank name:			
Branch address:			
		Postcode:	
Account name:			
BSB number:			
Account number:			

4. Superannuation details

Superannuation fund name:			
Superannuation fund ABN:			
Account name:			
Member/Account number:			
Super SPIN number:			
Telephone:			
Address:			
		Postcode:	

5. Declaration

I have:

- Completed all new employee details
- Completed and attached Tax Declaration

The information provided in this form and its attachments, is true and accurate.

Employee signature: _____ Date: _____