

# Employee Details Form

<insert name of employer>

## Personal details

First Name:

Last Name:

Male / Female

Date of Birth: \_\_\_/\_\_\_/\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_

Tax File Number:

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Address:

Suburb:

State:

Postcode:

Home Phone:

Mobile:

Email Address:

Next of Kin:

Relationship:

Home Phone:

Mobile:

## Position details

Position Title:

Name of award or workplace agreement:

Employment status: Full time / Part time / Temporary / Casual

Hours to be worked each week:

## Banking and superannuation details

Bank:

Branch:

Account Name:

BSB:

Acct:

Name of superannuation fund:

Member number:

Employer contribution: