

NEW EMPLOYEE EMPLOYMENT DETAILS

(to be completed and retained for each employee)

EMPLOYER DETAILS:

Registered Name: **INSERT YOUR LEGAL NAME** Trading Name: **INSERT YOUR BUSINESS NAME**

ABN: **INSERT YOUR ABN**

EMPLOYEE DETAILS:

Full Name:

Date of Birth:/...../.....

Address:

Phone Number(s): Tax File Number:

Email Address:

BANKING DETAILS FOR PAYMENT OF WAGES:

Account Name:.....

BSB: Account Number:

Do You Consent to receiving Payslips & Payment Summaries to the above email address: Y/N

SUPERANNUATION DETAILS:

As per Super Choice form provided. If superannuation details are not received within two weeks of commencing your employment, your employer superannuation contributions will be paid into our default company fund.

Date Commenced Employment:/...../..... Employment: Full-time/Part-time/Casual:

Nominal hours for Part-time or Full-time employee: (eg 38 hours):

Agreed method of pay (eg electronic):

Agreed pay period: Fortnightly

Award: **INSERT APPLICABLE AWARD NAME** Classification: **INSERT APPLICABLE PAY LEVEL**

Next of Kin*: Contact Details:

TERMINATION DETAILS:

Date notice of termination given to the employee/employer:/...../.....

Date of the employee's last day at work:/...../.....

Terminated by: Method of termination: by written notice only

Position in the business* (of the person who terminated the employee):

Reason:

.....Signed on Termination by:

Employee: _____ Employer: _____

Dated: ___/___/_____

Dated: ___/___/_____

NOTES:

1. All records must be retained for a minimum of seven years from either the date the employee ceases their employment or an alteration to the record is made whichever is the latter.

2. Where the business changes hands, the records must be transferred to the new employer.

3. Under the *Workplace Relations Act 1996* it is an offence to have false or misleading entries on records

* Not compulsory