

NEW EMPLOYEE FORM

EMPLOYEE DETAILS

FIRST NAME

LAST NAME

DATE OF BIRTH

MOBILE NUMBER

EMAIL ADDRESS

(FOR PAYSLIPS)

ADDRESS

EMERGENCY CONTACT

NAME

RELATIONSHIP

PHONE NUMBER

EMAIL ADDRESS

ACCESS TO XERO ME? YES NO

BANK DETAILS

PRIMARY BANK DETAILS

BSB

ACCOUNT NUMBER

BANK ACCOUNT NAME

SECONDARY BANK DETAILS (if employees wants their pay split /paid into multiple bank accounts)

BSB

ACCOUNT NUMBER

BANK ACCOUNT NAME

EMPLOYMENT DETAILS

JOB TITLE

START DATE

EMPLOYMENT*

FT

PT

C

AWARD / CLASSIFICATION

PAID PUBLIC HOLIDAYS? YES NO

PUBLIC HOLIDAYS FOR WHICH STATE?

PUBLIC HOLIDAYS VISIBLE ON PAYSLIPS? YES NO

* FT = FULL TIME, PT = PART TIME, C = CASUAL., OT = OVERTIME

EMPLOYMENT DETAILS CONTINUED ...

ORDINARY HOUR RATE	OR	ANNUAL SALARY	
OVERTIME RATE		OT* IS APPLICABLE AFTER	OTE HOURS / DAY
SATURDAY RATE		SUNDAY RATE	
ANY ALLOWANCES TO BE INCLUDED			
TYPE		AMOUNT	
ACCRUE ANNUAL LEAVE + PERSONAL LEAVE?	YES	NO	
ACCRUES LONG SERVICE LEAVE?	YES	NO	

REQUIRED INFORMATION PROVIDED

TFN DECLARATION (REQUIRED)

SUPER GUARANTEE DECLARATION (REQUIRED)

PHOTO ID (IF APPLICABLE)

THIS FORM WAS CREATED FOR BUSINESS ANGELS CLIENTS
FEEL FREE TO USE IT IN YOUR BUSINESS. WE HOPE IT HELPS!