## Template 10: Employee Information Sheet

**Employer / Business name:**

|  |
| --- |
| **Personal Details** |
| First Name: | Last Name: |
| Start Date: | Date of Birth: |
| Address: |
| City/Town: | State: | Postcode: |
| Home Phone: | Mobile: | Email: |
| Next of Kin/Emergency Contact: |
| Relationship: |
| Address: |
| City/Town: | State: | Postcode: |
| Home Phone: | Mobile: | Email: |
| **Position details** |
| Position Title: |
| Employment status: Full time / Part time / Temporary / Casual |
| **Banking and Superannuation details** |
| Bank: | Branch: |
| Account Name: |
| BSB: □□□ □□□ | Acct Number: |
| Name of superannuation fund: |
| Member number: |

## Template 10: Employee Information Sheet (Continued)

|  |  |
| --- | --- |
| Driver’s Licence No: | Driver’s Licence Class: |
| Other Certificates/Licences: |
| Passport No.: | Visa Title: |
| Health Fund: |
| Name of Fund: |
| Member No: |

|  |
| --- |
| **Manager to complete** |
| Employment Level: | Pay rate: |
| Start Date: | Probation End date: |
| Signature: | Date: |