## Template 10: Employee Information Sheet

**Employer / Business name:**

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| --- | --- | --- | --- | --- |
| **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)

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| 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: |