



NEW EMPLOYEE INFORMATION SHEET

Surname:..... Frist Name:..... DOB:.....

Address:..... Suburb:..... Post Code.....

Mobile Number:..... Tax File Number:.....

Email:.....

Super Fund:..... Acc No:.....

Next of Kin Details:

Surname:..... First Name:.....

Relationship..... Contact Number.....

Bank Details

Account Name:.....

BSB:..... Account Number:.....

White Card, Tickets & Licences

Type	Number	Expiry / Comment

Checklist

Completed Information Sheet

Copy of photo ID attached

Copy of licences attached

Time sheets printed