## <Insert Business Name> - Employee or Contractor Details Form

### Employee details

First Name:
Last Name:
Start Date:
Position Title:
Gender: M / F
Date of Birth:
Address:

Suburb:
State:
Postcode:
Home Phone:
Mobile:
Email Address:
Employee Tax File:

### Details for Contractors

Company Name:
Company Address:

Company Phone Number:
Company email: ­­­­­­­­­­­­
ABN:
ACN:

### Bank details

Bank name:
Branch:
Account name:
BSB number:
Account number:
Are you an Australian citizen?
 **If no**
Are you a permanent resident?

Do you have a Working Visa?

Expiry date:

Any restrictions?

Next of Kin:

Relationship:

Address:

Street / Unit no:

Street name:

Suburb:
State:
Postcode:
Home Phone:
Mobile:
Work:
Employee/Contractor’s Signature:
Date:
Manager’s Signature:
Date:

### Office Use Only

**Employee**

**Employment Status**
Full time [ ]  Part time [ ]  Casual [ ]
**Pay rate**Annual:
Monthly:
Hourly rate:
Date of first pay review:

**Contractor**

Status:
Base Hourly Rate:
Status:
Date of First Pay Review: