

New Employee Details

Full Name			
Date of Birth			
Preferred Name			
Address			
Town		State:	Postcode:
Phone Number		Mobile Number	
Email			

Emergency Contact

Full Name			
Relationship			
Phone Number			
Email			

Superannuation Details

Name of Fund			
USI Number		Member Number	

Self Managed Super Fund

ABN		ESA (Electronic Service Address Alias)	
BSB		Account Number	

Extra Superannuation each pay period

Salary Sacrifice	- before tax contribution		Amount: \$
Employee Contribution	- after tax contribution		Amount: \$

Tax Details

TFN (Tax File Number)	
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Residency Status

	Yes	No
Australian Citizen/ Australian Resident for Taxation Purposes		
Working Holiday Maker (Backpacker)		
Foreign Resident		
Do you want to claim the Tax Free Threshold?		
Do you have a HELP/HECS Debt?		
Do you want extra tax taken out?		
If yes, how much extra tax per pay period? \$		

Bank Details

Banking Institution			
Bank Account Name			
BSB		Account Number	

Banking Institution 2			
Bank Account Name			
BSB		Account Number	
How much?			

Qualifications

Level of Qualification	
Institution	
Date of Completion	

Office Use Only

Position Title	
Classification	
Level	
Full Time/ Casual	
Hourly Rate	
Date of Employment	