

New Starter



Personal details

Employee name _____

Job title _____ Start date _____

Address _____

Suburb _____ State _____ Postcode _____

Landline _____ Mobile _____

Personal email address _____

Date of birth _____ Place of birth _____

Nationality _____ Visa status _____

Optional declaration: Are you of Aboriginal or Torres Strait Islander descent? Yes No

Emergency contact detail (if I am suddenly ill or have an accident at work – please contact)

Next of kin – first contact

Name _____ Relationship _____

Address _____

Suburb _____ State _____ Postcode _____

Landline _____ Mobile _____

Email address _____

Next of kin – second contact

Name _____ Relationship _____

Address _____

Suburb _____ State _____ Postcode _____

Landline _____ Mobile _____

Email address _____

GP/Doctor details

Name

Address

Landline

Any additional information which may help in the event of an emergency (e.g. blood group, diabetes, epilepsy, medications etc.)

Bank details

Bank name

Branch name

Bank account name

BSB

Bank account number

Right to work in Australia

I confirm that I have the right to work legally in Australia. Please state criteria in which you are eligible i.e. Australian National, Permanent residency, working visa and classification. Please supply a copy of your Australian passport or copy of your work visa enabling legal work within Australia to your supervisor/manager.

Visa status

Expiry or renewal date

I acknowledge and consent to the Company collecting the above information for the purposes of my employment with the Company. I acknowledge that without the above information the Company will not be able to comply with all its legal obligations to me. I acknowledge and agree that the Company may provide my information to any of its overseas subsidiaries and acknowledge and agree that the Company will be required to take reasonable steps to ensure that its overseas recipients comply with the relevant privacy laws of Australia. I confirm I have received and read the Company's Privacy Policy.

Employee name

Employee signature

Date
