## <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: