**Employee Details Form**

# Employee Details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: |  | | | |
| Position: |  | | | |
| Date of Birth: |  | Gender  Female | | Male |
| Start Date: |  |  | |  |
| Address: |  | | | |
| Email Address: |  | | | |
| Home Phone |  | Mobile Phone |  | |

|  |  |
| --- | --- |
| What country were you born in? (OPTIONAL) |  |
| What languages do you speak? (OPTIONAL) |  |
| Are you an Australian Citizen? | Yes  No |
| If no, |  |
| Are you a permanent Resident? | Yes (please attach evidence)  No |
| Do you have a Working Visa?  If applicable, do you give InfoTrack permission to conduct a  Visa Entitlement Verification Online (VEVO) check? | Yes (please attach evidence)  No  Yes  No (InfoTrack uses VEVO checks to confirm an employee’s  right to work in Australia) |

# Emergency Contact Details

*Emergency Contact 1*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Relationship: |  | | | | |
| Address: |  | | | | |
| Home Phone |  | Mobile |  | Work Phone |  |

*Emergency Contact 2*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | | | | |
| Relationship: |  | | | | |
| Address: |  | | | | |
| Home Phone |  | Mobile |  | Work Phone |  |

|  |  |
| --- | --- |
| Medical Conditions (Optional): |  |
|  | |
|  | |
|  | |
|  | |

# Distribution of Pay

Please outline below the way you wish your pay to be paid into your bank account(s). You may have your pay paid into a maximum of three different accounts.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bank** | **Branch** | **BSB** | **Account No** | **Monthly**  **Amount** | **Account Name** |
|  |  |  |  | Balance  of Pay |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Superannuation Details

Please outline below your superannuation details.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fund**  **(include Name, Address and Phone Number)** | Member No. | **Do wish to make any**  **Employee Contributions**  **Yes/No** | **If yes,**  **Amount** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

I would like InfoTrack to organise a fund for me.

# Signed

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Signature |  |  | Date |  |

If any of the above details change, please notify HR.