



## New Team Member Details

Welcome! We are really looking forward to welcoming you to the team!

One of the first things we need to do is to set you up in our payroll and intranet systems. Please provide the following details and return to your Manager before your first day.

### Personal Details:

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_  
Address: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_

### Employment Details:

Commencement Date: \_\_\_\_\_  
Superannuation Fund Name: \_\_\_\_\_  
Superannuation Membership Number: \_\_\_\_\_  
Tax File Number: \_\_\_\_\_  
Tax Free Threshold (Y/N): \_\_\_\_\_ HECS or HELP Debt (Y/N): \_\_\_\_\_  
Employment Type (full-time, part-time, casual): Part time  
Job Title: L1 Team member  
Hourly pay rate: \$10.04  
Annual salary if applicable: \_\_\_\_\_

### Bank Account:

Account Name: \_\_\_\_\_  
BSB: \_\_\_\_\_  
Account Number: \_\_\_\_\_

### Emergency Contact Details:

Name of Contact: \_\_\_\_\_  
Relationship to Employee: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

### Signed:

Employee: \_\_\_\_\_  
Manager: \_\_\_\_\_

### Please note:

1. Form must be completed in full before sending to: [castletowers@rolld.com.au](mailto:castletowers@rolld.com.au)
2. Manager should review and sign form before submitting
3. Payroll payments cannot commence until fully completed form