**Welcome to REDIMED!**

We are excited to have you on board and look forward to you becoming a valued member of the REDIMED team.

Please find enclosed a New Starter Pack for you to complete including:

* 2 x copies of your Employment Contract – 1 marked “original” and 1 marked “copy”
* 1 x Employee Commencement Form
* 1 x Tax Declaration Form
* 1 x Superannuation Form
* 1 x FairWork Statement
* Information on employee benefits and other employee facilities

Note: if you are choosing to have your superannuation be placed into your own choice of superannuation fund, please ensure you complete the superannuation form in full including the SPIN / USI number (this is a unique superannuation identification number which is available on the superannuation provider website, or on paperwork pertaining to your membership.)

Once you have completed all of the enclosed documentation, our Human Resources department require back from you the following:

* Signed contract marked “original”
* Completed and signed Employee Commencement Form
* Completed and signed Tax Declaration Form
* Completed and signed Superannuation Form

We require all New Starter documentation returned *prior* to your commencement date, or *on your first day.* Should your paperwork be received any later, this may cause delays with payroll processing.

Again, congratulations and welcome aboard!

Thanks



**Viana Beresford**

Executive Director