



EMPLOYEE / CONTRACTOR DETAILS FORM

All employees / contractors are requested to complete this form. Please note all information will remain totally confidential in accordance with our privacy statement made at the end of this form.

PERSONAL DETAILS		(See Privacy Notice below)
Employee/Contractor Name		
Date of Birth		
Tax File Number	ABN	
Phone Contacts	Phone:	Mobile:
Residential Address	Street	
	Suburb	Post Code
Mailing Address (if different from the above)	Street	
	Suburb	Post Code
Employment Status	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Contract	

EMERGENCY CONTACTS		Point of contact in emergency circumstances
Next of Kin		
Contact Number		

BANKING DETAILS		Bank Account Information – for direct debiting purposes
Bank Name		
Account Name		
Account Number		
BSB Number		

Information Privacy Notice

Empire NZ Ltd is collecting the information on this form to provide adequate resources for new employees to carry out their work tasks. Empire Trade may disclose some, or all of this information, to appropriate agencies if required including to the New Zealand Taxation Office. For more information, Empire Trade's Privacy Policy is available at <http://www.empireexchange.com/home/x.php?SectID=1&PageID=34&CID=2&LID=en>.