

## The View - Employee or Contractor Details Form

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Start Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Position Title: \_\_\_\_\_

Gender: (circle one) M / F

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Employee Tax File:**

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### **Bank Details**

Bank: Name: \_\_\_\_\_ Branch: \_\_\_\_\_

Account Name: \_\_\_\_\_

BSB: 

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 Account Number 

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Are you an Australian citizen? Y / N

If no,

- Are you a permanent resident? Y / N
- Do you have a Working Visa? Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Any restrictions? \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Work: \_\_\_\_\_

Employee/Contractor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Office Use Only**

**Employee:**

Status:

Full time ☐  
Part time ☐  
Casual ☐

Pay rate:

Annual \_\_\_\_\_  
Monthly \_\_\_\_\_  
Hourly rate \_\_\_\_\_

Date of first pay review: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Contractor:**

Status: Base Hourly Rate: \_\_\_\_\_ Status: Contractor

Date of First Pay Review: \_\_\_\_\_