Personal and Finance Details Form

Employee Details

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Title: |  |
| Address: |  |
| Phone: | Home: | Mobile: |
| Email: |  |
| Education Level: |  |
| Other Skills: e.g. languages spoken, licences, certificates etc |

Position Details

|  |  |
| --- | --- |
| Position: |  |
| Start Date: |  |
| End Date (if fixed term): |  |
| Annual Salary or Hourly Rate |  |
| Hire Status: |  |

Financial Details

|  |  |
| --- | --- |
| Tax File Number: |  |
| Bank Details for Salary Deposit: | Superannuation Details or Employee Matters Superannuation Fund |
| Bank:  | Employee’s preferred Superannuation Fund |
| Account Name:  | Fund Name: |
| BSB No:  | Account Name: |
| Account No:  | Account No: |

Emergency Contact Details

|  |  |
| --- | --- |
| Contact 1 | Contact 2 |
| Name: | Name: |
| Phone number: | Phone number: |
| Mobile number: | Mobile number: |
| Email address: | Email address: |
| Address: | Address: |
| Relationship to employee: | Relationship to employee: |