

Insert Logo Here

Insert Business Name Here

## Employment Record Form

### Employer Details

Registered Business Name \_\_\_\_\_

Business Trading Name \_\_\_\_\_

ABN \_\_\_\_\_

### Employee Details

Employee Number \_\_\_\_\_

First Name \_\_\_\_\_

Surname \_\_\_\_\_

Date of Birth \_\_\_\_\_

Age \_\_\_\_\_

Street Number \_\_\_\_\_

Street Name \_\_\_\_\_

Suburb / State \_\_\_\_\_

Postcode \_\_\_\_\_

Phone (home) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_

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

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

Contact Number \_\_\_\_\_

### Employment Details

Date Employment Commenced \_\_\_\_\_

Tax File Number \_\_\_\_\_

Tax Free Threshold  Yes  No

Employment Status  Full Time

Part Time

Casual

Ordinary Hours of Work \_\_\_\_\_

Name of Award \_\_\_\_\_

Award Classification \_\_\_\_\_

Award Pay Rate \$ \_\_\_\_\_

### Professional Record

Resume Provided  Yes  No

Referee Check Completed  Yes  No

Police Clearance Provided  Yes  No

Clearance Date \_\_\_\_\_

Clearance Ref No \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

Qualifications Register

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Performance Review (12 month review)

Review Date \_\_\_\_\_

Performance Review Completed  Yes  No

