**EMPLOYEE INFORMATION FORM**

# Personal Information

|  |  |
| --- | --- |
| Title | Mr / Mrs / Ms / Miss / X / Dr / Other |
| First Name:  |  |
| Middle Name: |  |
| Surname:  |  |
| Preferred Name:  |  |
| Contact Number: |  |
| Home Address / Postal Address: |  |
| Email:  |  |
| Next of Kin Details:(Name, Relationship, Contact number and Email) |  |
| How did you hear about us: |  |

# Bank Details

|  |  |
| --- | --- |
| Bank Name:  |  |
| Account Name:  |  |
| BSB No: |  |
| Account No: |   |

# Employment Details

|  |  |
| --- | --- |
| Employer Name: |  |
| Employment Start Date: |  |
| Contact Name: |  |
| Contact No: |   |
| Recruitment Company Name: |  |
| Contact Name and Number:  |  |

**Authorisation**

I authorise Payroll Canberra / associated entities to use the above information for my agreed employment activities.

|  |  |
| --- | --- |
| Employee / Contractor Signature: \_ \_ \_ \_ \_ \_ \_ \_\_ \_ \_ \_\_ \_  | Date: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_  |