PERSONAL DETAILS - TRAINEES

SURNAME: _____ GIVEN NAMES: _____

SECTION/POSITION: _____

EMPLOYMENT START DATE: _____

HOME ADDRESS: _____

_____ POSTCODE _____

HOME PHONE: _____ MOBILE: _____

EMAIL

Year finished School _____ Grade completed (eg Yr 10) _____

EMERGENCY CONTACT

NAME: _____ PHONE: _____

_____

TAX FILE NUMBER: _____

If you do not have a tax file number you will need to go to the Australian Tax Office website to apply for one: https://www.ato.gov.au/ This could take up to 28 days to receive back, so when it arrives bring it directly to reception.

BANK: _____

BSB (6 Digits Code):_____

ACCOUNT NAME: _____

ACCOUNT NUMBER: _____

_____

OFFICE USE ONLY

APPLICANT REGISTERED BY_____ DATE: _____

ASSIGNED TO _____ POSITION: _____

AGREED HOURLY RATE: $ _____

PLEASE CIRCLE: FULL TIME / PART TIME / CASUAL / TEMP / TRAINEE

PLEASE NOTE: If you change your address or any other personal details please notify the payroll administrator to enable correct information to be recorded.