



NEW EMPLOYEE PERSONAL AND BANKING DETAILS FORM

PERSONAL DETAILS

Given Names _____ Surname _____
 Address _____
 Postcode _____ Phone _____ Mobile _____
 Date of Birth _____ Marital Status _____
 E-mail Address _____

DECLARATION

I have received, read, understand and accept in full the terms and conditions of my employment contract dated _____ Signature : _____

BANK ACCOUNT DETAILS: (for direct payment of salary)

Type of account (Please circle) : (a) Bank / Credit Society / Building Society
 (b) Savings / Cheque / Other

Bank Name : _____
 Branch Address : _____
 BSB No. (Branch No.) : _____
 Account Number : _____
 Name (s) on Account : _____

★ **Please attach a copy of your bank statement as we need confirmation of BSB and Account numbers** ★
 ★ **Please provide formal evidence of the above details by means of either:** ★
 a. Copy of bank statement (top part showing BSB and Account Number ONLY. We do not need to see transaction details or balances)
 b. Formal letter from the bank providing the above
 ★ c. Faxed letter from the bank showing the above. Our fax number is (08) 9423 5743 ★
 ★ ***** PLEASE NOTE - ATM cards or Credit cards are NOT acceptable ***** ★

EMERGENCY CONTACTS

Name _____ Relationship _____
 Phone _____ Mobile _____
 Name _____ Relationship _____
 Phone _____ Mobile _____

