

Your details

About four minutes. HR has filled in your job details; please check them.

Questions marked * need an answer.

HR keeps these details for payroll and your employee record. We do not ask for tax, ID or bank numbers here: [payroll] collects those through its own secure form. Privacy policy: _____.

About you

1. Legal name *

As it appears on your tax and right-to-work documents.

First name

Last name

2. Name you like to be called

3. Have you used another name?

For example a name before marriage.

☐ Yes

☐ No

4. Previous name

Only if "Have you used another name?" is Yes.

5. Date of birth *

Date

6. Home address *

Street address

Address line 2

City or suburb

State or region

Postcode or ZIP

7. Mobile number *

8. Personal email *

Until your work account is set up.

Your job

HR has filled in most of this from your offer. Tell us if anything is wrong.

9. Job title *

10. Department or team *

11. Start date *

Date

12. Employment type *

- ☐ Full-time ☐ Part-time ☐ Casual or temporary
☐ Seasonal

13. Your manager

Emergency contact

One person for now. We may send a separate form for more.

14. Emergency contact's name *

15. Emergency contact's relationship to you *

- ☐ Spouse or partner ☐ Parent ☐ Child
☐ Brother or sister ☐ Friend ☐ Other

16. Emergency contact's mobile *

Confirm

17. Declaration *

- ☐ The details above are correct, and I will tell HR if they change.

18. Signature

Signature

Date