D6 Example Employee Details Sheet

How to use this template

This document is an example of the type of document that an Indigenous business could use to record the details of each employee.

Note - This document is an example and may not be appropriate for all businesses.

Name (First / Middle / Last)	
Employee Number / Payroll Number	
Date of Birth	
Home Address	
Postal Address (if different)	
Emergency contact details (Provide details of a person(s) to be contacted in the event of an emergency. (Name / Address / Phone Number)	
Tax File Number	
Bank Details: (BSB / Account Number)	
Would you like to use our default superannuation provider?	Yes □ No □
If no, please provide superannuation fund details	Superannuation Provider:_____ ABN:_____ Member number_____

I declare that the details above are true and correct:

_____ ____ / ____ / ____