**Template 1 - Employment details**

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| **Employer name:** |  | **ABN:** |  |
| **Employee’s personal details** |
| **Full name:** |  | **Address:**  |  |
| **Date of birth:** |  | **Emergency contact:**  |  |
| **Email:** |  | **Relationship:** |  |
| **Phone (home):** |  | **Phone (mobile):** |  |
| **Phone (mobile):** |  | **Bank name:**  |  |
| **Nominated super fund:** |  | **Account name:** |  |
| **Membership number:** |  | **BSB:**  |  | **Account number:** |  |
| **Employment details** |
| **Commencement date:** |  | **Date employment ceased:** |  |
| **Name of WA award:** *(if applicable)* |  | **Job classification / Level:***(e.g. Food and Beverage Attendant Level 2; apprentice carpenter, senior hairdresser)* |  |
| **Employment status:**  | Full time 🞏 | Part time 🞏 | Casual 🞏 | **Payment method:** *(e.g. cheque/EFT)* |  |
| Fixed term 🞏 | Apprentice 🞏 | Trainee 🞏 | **Pay period:** *(e.g. weekly)* |  |

**Disclaimer**

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