# Employment details template

## WA state system employers

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| --- | --- | --- | --- |
| **Business name:** |  | **ABN** |  |
| **Personal Details** | | | |
| **Full name:** |  | **Home address:** |  |
| **Date of birth:** |  |
| **Email:** |  | **Mailing address:** |  |
| **Phone (home):** |  |
| **Phone (mobile):** |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Emergency Contact** | | | | | |
| **Full name:** |  | **Email:** |  | **Phone (work):** |  |
| **Relationship:** |  | **Phone (home):** |  | **Phone (mobile):** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employment Details** | | | | | | |
| **Commencement date:** | |  | | | **Name of WA award:** |  |
| **Status:** | Full time | | Part time | Casual | **Position title:** |  |
| Fixed term | | Apprentice | Trainee | **Payment method:**  *(eg cheque/EFT)* |  |
| **Pay period:**  *(eg weekly)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Banking Details** | | | | | |
| **Name of Bank:** |  | **Account name:** |  | | |
| **Address:** |  | **BSB:** |  | **Account number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Taxation Details** | | **Superannuation** | |
| **Tax file number:** |  | **Nominated super fund:** |  |
| **Workers Compensation** | | **Address:** |  |
| **Workers compensation policy name:** |  | **Contact number:** |  |
| **Policy number:** |  | **Membership number:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Termination Details** | | | |
| **Date notice given:** |  | **Reason given:** |  |
| **Terminated by:** |  | **Date employment ceased:** |  |

* Employers must keep all records for at least seven years after they are made for both current and past employees. If the business is sold, the records should be transferred to the new employer.
* For more information please visit the Wageline website [www.commerce.wa.gov.au/wageline](http://www.commerce.wa.gov.au/wageline) or call Wageline on 1300 655 266.

**Disclaimer**

The Department of Commerce has prepared this template to provide information on record keeping requirements for state system employers. It is provided as a general guide only and is not designed to be comprehensive or to provide legal advice. The Department of Commerce does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.