

Employment details template

WA state system employers

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: <i>(eg cheque/EFT)</i>	
				Pay period: <i>(eg weekly)</i>	

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.dmirs.wa.gov.au/wageline or call Wageline on 1300 655 266.

Disclaimer

The Department of Mines, Industry Regulation and Safety 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 does not accept liability for any claim which may arise from any person acting on, or refraining from acting on, this information.