**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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