



1. Purpose of Form (complete sections of form that apply)			
<input type="checkbox"/> New Employee Details	<input type="checkbox"/> Contact Details Change	<input type="checkbox"/> Bank Details Change	<input type="checkbox"/> Tax Details Change
2. Employee Details (required information)			
District/Directorate:			ID Number:
Title:	Surname:		
Other Name(s):			
3. Contact Details			
Home Address:			Postcode:
Mailing Address:			Postcode:
Home Phone:	Mobile Phone:	Date of Birth:	
*Email:			
* Single sign-on details will be sent to this email address for new casual employees (HRMIS and Intranet sign-on)			
4. Whole of Net Pay Authority (Salary / Wage Deposit Details)			
Bank:	Branch:		
BSB:	Account Number:		
Title of Account (e.g. Smith John and Mary):			
5. Taxation Employment Declaration			
Your Tax File Number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are you a resident of Australia for taxation purposes? <i>If No is crossed, you cannot claim the tax free threshold on this form. Further information: ato.gov.au/residency</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you wish to claim the tax-free threshold? <i>If you may only claim the tax-free threshold from one employer at a time.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an accumulated Higher Education Loan Program (HELP) Debt?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have an accumulated Financial Supplement Debt?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Further information regarding Withholding Declaration questions are available at ato.gov.au/forms/withholding-declaration/</i>			
6. Superannuation Details			
I have been informed of Super Choice and provided with the Standard Choice Form <i>A copy of the form can be found here: Super Choice Form</i>			<input type="checkbox"/> Yes
7. Payment Details			
I have been informed that the Department issues online payslips and payment summaries to its current employees. <i>Employees need to log into HRMIS to obtain these documents.</i>			<input type="checkbox"/> Yes
8. Working with children (complete 1 section only)			
Applied for working with children card Application Number:			Expiry Date:
Current Working with children card WA Notice Number:			Expiry Date:
9. Teaching Staff Only			
I have been advised of the Recognition of Prior Service and Recognition of 5 Year Trained Status processes. Further information can be found on the Department's Careers Intranet Page .			<input type="checkbox"/> Yes
TRB Registration Number:			Expiry Date:
10. Declaration and Authorisation			
I declare that the information I have given on this form is complete and correct. I further authorise that my net pay be deposited into the above bank, credit union or building society. (If provided)			
Signature:			Date: