PEARLS OF WISDOM

Employment Documentation

WHY THESE DOCUMENTS ARE REQUIRED

The Application Form

This form can be completed from a phone interview or at a face to face interview. The form becomes a record of what a potential worker has told you about their experience & prior knowledge. A signed copy of this form should go on to the workers file upon employment with a copy of their resume/CV. This information should be retained as evidence of information applicant supplied at the time of employment.

Referee Check Form

The referee's should be people who have worked with the person in a supervisory role. A friend or family member is not advisable. If the person has no supervisor to use as referee discuss another more suitable option with the person. Perhaps ask for reference check from a person of repute from their local community who knows them well.

Letter of Agreement

The Letter of Agreement is the contract to which the worker agrees to work based on the hourly rates you have negotiated which is based on the Award classification you have engaged them under. The Worker should sign that they agree to the conditions of employment. A copy is given to the employee and a copy should be kept on file.

Employment Declaration form

Check Tax file number (TFN) is listed and all sections completed and signed. Workers can only claim tax free threshold from one employer. The amount of tax the worker pays will be calculated based on what is declared on this form.

Contact information and Banking Details

Check banking details especially BSB number (always 6 digits) - you cannot take responsibility if incorrect details are provided.

Superannuation

If the employee wants to choose their own super fund they MUST fill out Super Choice form.

Availability Record

Generally speaking you will be employing a worker based on their availability to work the hours you are seeking. Keeping a record of a worker's availability can help in negotiations when a worker is not meeting their obligations under the terms of their employment as well as alerting you to when a worker may be available for back up or if you want to renegotiate hours.

Criminal History Screening

Refer to separate fact sheet.

Worker Kits

It may be helpful to create a kit of forms that workers are required to complete when engaged.