|  |  |  |
| --- | --- | --- |
|  | | A picture containing sitting, dark, computer, room  Description automatically generated |
| **NHV Assist Limited** | |
| **Phone**  **Website  Email**  **ABN** | XXX XXX XXX  nhvassist.com  info@nhvassist.com  84637289162 |

# New Employee Hire Form

#### Instructions

#### For Employees

#### Please complete PART A of this form and return to your manager along with other employment paperwork provided, prior to your commencement.

#### PART A - EMPLOYEE TO COMPLETE

**Personal Details**

|  |  |
| --- | --- |
| Title: [Fill in title] | |
| Surname: [Fill in surname] | |
| First name: [Fill in first name] | |
| Middle name: [Fill in middle name] | |
| Preferred name: [fill in preferred name] | |
| Date of Birth: DD/MM/YYY | |
| Personal Email Address: | [Fill in personal email address] |
| Email address for Payslip to be sent to: | [Fill in preferred email address] |
| Have you worked for [name of organisation] before? | YES  NO |
| Are you Aboriginal or Torres Strait Islander? | YES  NO |

#### Right to work in Australia

If you are an Australian Citizen, please provide **either** a:

* Copy of your Australian passport ID page
* Copy of your Australian Citizen certificate
* Copy of your Birth Certificate

If you are a non-Australian Citizen, please provide **all** the following:

* Copy of your Passport ID Page
* Copy of your Australian Visa Label

#### Address and Phone Contact Details

|  |  |
| --- | --- |
| Address: [Fill in address]  Suburb: [Fill in suburb] | State: [Fill in state] Postcode: [Fill in postcode] |
| Home Phone: [Fill in number] | Mobile Phone: [Fill in mobile phone] |

**Emergency Contact (must be complete)**

|  |  |
| --- | --- |
| Emergency Contact Name: | [Fill in full name] |
| Emergency Contact Relationship: | [Fill in relationship] |
| Emergency Contact Number 1: | [Fill in phone number] |
| Emergency Contact Number 2: | [Fill in phone number] |

**Primary Bank Account Details**

|  |  |
| --- | --- |
| Name of Bank: | [Fill in name of bank] |
| BSB Number: | [Fill in BSB number] |
| Account Number: | [Fill in account number] |