**EMPLOYMENT RECORD TEMPLATE**

The exact format and contents of this template will vary according to the organisation. Therefore, the following template can be used as guide and relevant changes made accordingly. However, any wording changes, other than those to insert a company or a person’s name(s), may change the context, meaning or purpose of the template and we recommend you receive advice from our Workplace Relations Consultants prior to making such changes.

## Contacting the Victorian Chamber of Commerce and Industry

The Victorian Chamber’s team of experienced workplace relations advisors can assist members with a range of employment, human resources and industrial relations issues.

Our team of consultants can also provide assistance to both members and non-members on a range of more complex matters for a fee-for-service. Our consultants can, among other things, provide training to employees, conduct investigations and provide representation at proceedings at the Fair Work Commission.

For assistance or more information, please contact the Workplace Relations Advice Line on (03) 8662 5222.

Disclaimer

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# EMPLOYMENT RECORD

## Personal Details

First Name:

Last Name:

Title: **[MR, MRS, MS, MISS]**

Date of Birth:

## Contact Details

Mobile Phone:

Home Phone:

Street Address:

Suburb:

Postcode:

State:

Email Address [if applicable]

## Emergency Contact

Title: **[MR, MRS, MS, MISS]**

First Name:

Last Name:

Contact Number (Mobile):

Contact Number (Home):

Relationship:

Street Address:

State:

Postcode:

Suburb:

## Employment Details

Ordinary Hours of Work:

Commencement Date:

Employment Status: **[FULL TIME, PART TIME, CASUAL, FIXED TERM, PIECEWORKER]**

Classification/Job Title:

Payment Day:

Agreed Pay Period:

## Superannuation Details

Superannuation Fund Name:

Superannuation Contribution:

Superannuation Membership Number:

## Tax Details

Tax File Number:

Any Further Tax Deductions:

## Bank Details

Account Number:

BSB Number:

Bank Name:

Account Name:

## Termination Details

Date of Termination:

## Termination Method

* Voluntary Resignation
* Termination After Warnings
* Termination in Probationary /Qualifying Period
* Termination Summary Dismissal
* Redundancy
* Other (please specify)

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