Employee Details

|  |  |
| --- | --- |
| Full Name |  |
| Date of birth |  |
| Home address |  |
| Phone/ contact number |  |
| Email address |  |
| Position employed for |  |
| TFN (if applicable) |  |
| Superannuation details [fund name & membership number] |  |

Employee Additional Information

|  |
| --- |
| [*i.e. Employee wishes to request a change in their work hours on Thursdays…]* |

Employer Details

|  |  |
| --- | --- |
| Entity Name |  |
| ABN/ACN |  |
| Entity address (or mailing address) |  |
| Phone/ contact number |  |
| Email address |  |
| Director/s |  |
| Contact person |  |

Employer Additional Information

|  |
| --- |
| [*i.e. Employer wishes to approve employee request to change in their work hours on Thursdays…]* |

Individual Contractor Details

|  |  |
| --- | --- |
| Full Name |  |
| Date of birth |  |
| Home address |  |
| Phone/ contact number |  |
| Email address |  |
| Position employed for |  |
| ABN/TFN (if applicable) |  |
| Superannuation details [fund name & membership number] (if contractors are paid for their labour, they are considered employees for superannuation guarantee purposes). |  |

Contractor Additional Information

|  |
| --- |
| [*i.e. contract to complete lawn mowing of premises on Thursdays for $200 a job…]* |

Contractor (Company) Details

|  |  |
| --- | --- |
| Entity Name |  |
| ABN/ACN |  |
| Entity address (or mailing address) |  |
| Phone/ contact number |  |
| Email address |  |
| Director/s |  |
| Contact person |  |

Contractor Additional Information

|  |
| --- |
| [*i.e. contract to complete lawn mowing of premises on Thursdays for $200 a job…]* |