# Employee File Compliance Checklist:

## HR Documentation Request

**\*Delete or amend details as required**

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| EMPLOYEE DETAILS | |
| Name: |  |
| Commencement date: |  |
| Position title: |  |
| Leader: |  |
| Employment status: | Full time  Part time  Casual  Maximum term  Contractor |

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| EMPLOYMENT AND CONDITIONS |
| * Letter of Offer * Contract of Employment * Fair Work Information Statement provided * Confidentiality Agreement * Employee Interview Records * Job Application - Curriculum Vitae/Resume * 2 x Reference Checks * Position Description - signed |

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| PAYROLL AND PERSONAL |
| * New Employee Data * Employee Banking Details * Superannuation Choice Form * Employee Contact Details * Emergency Contact Details |

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| QUALIFICATIONS, CHECKS AND LICENCES |
| * Statutory Declaration * Criminal Record Check clearance * Contract of Employment * 100 points of ID * Copies of relevant qualifications * Copies of required licences (e.g. Drivers) * Copy of Australian work rights * VEVO check |

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| PERFORMANCE |
| * Performance Appraisals * Performance Correspondence (Letters, Emails, Meetings etc.) * Probationary Documentation |

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| GENERAL |
| * Employee Induction and WHS acknowledgment * Medical Certificates |

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| EMPLOYEE STATEMENTS - SIGNED |
| * Code of Conduct * Acknowledgment of Policies |