

Sample Staff Details Form

Healthy Practices

APNA has produced a suite of resources to help general practices employ nurses and optimise their role in the general practice setting. Fulfilling these aims will help build Healthy Practices that deliver positive outcomes for their communities through nursing skills and expertise.

The purpose of the staff details form is to collect information such as tax file number, bank account details and emergency contact details, which is to be put into the employee's file.

Personal details

Full name

Date of birth

Home address

Mailing address (if different)

Home phone

Mobile phone

Emergency contacts

Primary contact name

Relationship

Phone (primary)

Phone (secondary)

Secondary contact name

Relationship

Phone (primary)

Phone (secondary)

Doctor (name and practice)

Phone

Any relevant allergies

Any relevant medical conditions



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Banking details for EFT of wages

Bank _____

Bank address _____

Bank phone _____

Account name _____

BSB number _____

Account number _____

Tax details

Under the Privacy Act, you do not need to supply your tax file number. However, if you do not supply a tax file number, you will be taxed at a higher rate.

Tax file number _____

Superannuation

Superannuation fund _____

ABN _____

Address _____

Phone number _____

Evidence of registration

Ensure that current registration number is filed at commencement and annually thereafter. Registration status can be checked online at www.aprah.gov.au.

Registration number _____

Immunisation and infectious disease status assessment

I agree to complete the immunisation and infectious disease assessment form provided by [practice name] and return to [name] within [timeframe]. Yes No

Declaration

I understand that this personal employment record will be stored and managed in accordance with the [practice name] privacy policy.

Signed _____

Employee name _____ Date _____

www.apna.asn.au www.healthypractices.apna.asn.au

Australian Primary Health Care Nurses Association (APNA)
Level 17/350 Queens Street
Melbourne 3000

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