

Employment record – Employment details

To be completed and retained for each employee

Employer details

Registered name:

Trading name (if applicable)*:

ABN:

Employee details

Full name:

Date of birth*: / / Phone number(s)*:

Address*:

Tax file number*: Date employment commenced: / /

Employment status: Ongoing Temporary Other (specify)

Full-time Part-time Casual Other (specify e.g. piece worker)

Ordinary hours of work* (for part-time or full-time employee; e.g. 38 hours): hours

Agreed/required method of pay (e.g. EFT)*:

Agreed/required pay period (e.g. weekly)*:

Agreed/required pay day (e.g. Tuesday)*:

Apprenticeship/Traineeship details*:

Name of Award or Agreement that applies*:

Classification/job title under the Award/Agreement*:

Superannuation fund name†:

Employee membership no:

Workers' compensation – policy name:

Policy no:

Next of kin*:

Contact details*:

Termination of employment details

Date notice of termination given to the employee/employer*:

Date of the employee's last day at work:

Method of termination of employment: By consent By notice Summarily

Other (specify)

Reason(s) given*:

If the termination of employment was by the employer:

Name of person who terminated the employee's employment:

Position in the business* (of the person who terminated the employee):

* The Fair Work Ombudsman acknowledges that the inclusion of information marked with an asterisk (*) is not a requirement under the Fair Work Regulations 2009, effective 1 July 2009. This template is provided as a best practice model. An employer is not compelled to provide information outside the requirements contained in the record keeping provisions of the Fair Work Regulations 2009. The minimum record keeping requirements are contained in the Fair Work Regulations 2009.

† Any election made by the employee in relation to the fund into which superannuation contributions are made must be kept by the employer, along with a record of the date of the election.

Note:

1. All records must be retained for a minimum of 7 years from the date the employee ceases their employment or an alternation to the record is made, whichever occurs first.
2. Where there is a transfer of a business from the old employer to the new employer (e.g. the business changes hands), employee records must be transferred to the new employer for each transferring employee.
3. An employer must ensure that employee records are not, to the extent of their knowledge, false or misleading.

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.