**NEW EMPLOYEE DETAILS**

| PERSONAL INFORMATION |
| --- |
| First Name | Last Name |
| Address Suburb |
| Town Post Code |
| Phone Number Email Address |
| Bank Account |
| IRD number |

| EMERGENCY CONTACT |
| --- |
| Name |
| Mobile |
| Alt Mobile |
| Relationship |

| EMPLOYMENT INFORMATION |
| --- |
| **Start date** |
| **Position Title** |

| **TAX INFORMATION** |
| --- |
| Tax Code  |
| KiwiSaver Member Y / N If yes - Contribution Rate (Circle one) 3% 4% 6% 8% 10% |
| Student Loan Y / N |

| **ADDITIONAL INFORMATION** |
| --- |
| **Do you have any allergies we should be aware of?**  |
| **If you are on a vias, please detail type and provide proof of vias including expiry date** |
|  |

| **DECLARATION** |
| --- |
| I declare that the information provided above is true and accurate to the best of my knowledge.SignatureDate |

| **Employer Use Only*** Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Supervisor/Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Notes:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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