**Start Date:** **Position:**

**Type:** ❑ Employee ❑ Contractor

**Contact Details**

First Name: Last Name:   
Address:   
Home Phone: Mobile:   
Email Address:

**Work Status**

❑ NZ Citizen ❑ NZ Resident ❑ Work Visa Holder – Expiry =

**Note:** Copy of Residents / Work Visa required. Offer of employment must not exceed this period.

**Identification**

Original identification sighted and copy taken. Name must match payroll record (employee) or invoice (contractor).

❑ Passport # ❑ Drivers Licence

**KiwiSaver (Employees only)**

IRD Number: Current KiwiSaver Member: ❑ Yes ❑ No

PIR Rate: ❑ 10.5% ❑17.5% ❑28% ❑ Use contracted income to calculate

**Bank Details**

Bank Name: Branch:   
Account Name: Account number:

**Other things we should know about you**Allergies:

Special access requirements:

Other:

**Next of Kin (in case of an emergency)**

Name: Relationship:

Address:

Home Phone: Mobile: Work:

Employee/Contractor’s Signature: Date:

Manager’s Signature: Date:

***Office Use Only – Payroll Administrator to complete***

❑ Signed Employment Agreement / Contract

*Employees only*

❑ Tax Code Declaration (ir330)

❑ KiwiSaver Deduction form (KS2) ❑ Employee added to payroll system

❑ Employee notified of first pay date and on-going payroll frequency