



INDUCTION CHECKLIST

PRIVATE & CONFIDENTIAL

Name: _____ Date joined: / / _____

I have supplied the following documentation and information (*tick as applicable*)

- ☐ Tax file declaration
- ☐ Choice of super form
- ☐ Bank details (*incl. bank, BSB, account #*)
- ☐ Emergency contact details (*incl. name, address, phone #, relationship*)
- ☐ Driver's licence
- ☐ Passport
- ☐ Visa (if applicable)

The following policies and details have been explained to me (*tick as applicable*)

- ☐ Hours of work, including time recording, breaks etc.
- ☐ Layout of premises, including fire exits, first aid facilities
- ☐ Introduction to colleagues
- ☐ Facilities including toilets, kitchen facilities
- ☐ Employee handbook
- ☐ Fair Work Information Statement

Signature: _____ Date: / / _____

