

Dear

Welcome to Electrodry.

Please find attached the following employment related documents which you are required to complete and return to this office.

- Employment contract
- Employee information sheet
- Choice of Superannuation form
- Police Check Application/Consent Form
- Payroll deduction authority sign off Form

For your reference, please find attached the following form.

- Fair work Information Sheet

We will also need copies of the following documents:

- Tax File Number Declaration
- Copy of drivers licence.
- Passport sized photo.
- 100 points of identification**

**Note: original documents to be provided to your Line Manager as per the listing on Page 2 & 3 of the Police check application. At least 1 primary document is required i.e. birth certificate or passport.

Completed paperwork needs to be returned to the following address asap:

Bernie Barwick
Senior Accounts/Payroll Officer
Electrodry
PO Box 442
WALLSEND NSW 2287

Kind Regards

Bernadine Barwick
Senior Accounts/Payroll Officer