

Pre-employment Documentation Checklist for Australia-based roles



Please read, sign and return the following documents to the Human Resources Branch in or before your first week with us:

PAYROLL INFORMATION

- ☐ Personal details form
- ☐ Superannuation Colonial First State Application Form
- ☐ Salary Package Information and Application
- ☐ Tax File Number Declaration form

CORPORATE INFORMATION

- ☐ A scan of your passport ID page and a copy of your qualifications
- ☐ Permission to Use Personal Documents
- ☐ CARE Australia Values and Code of Conduct
- ☐ Child Protection Policy and Code of Conduct
- ☐ CARE Australia Child Protection Self Declaration and Agreement
- ☐ Proof of Identification form (including encryption guide if emailing completed form)
- ☐ CrimCheck Form

INFORMATION TO READ

- ☐ Fair Work Information Statement
- ☐ Employee Assistance Program – Employees, or Employee Assistance Program – Managers
- ☐ Emergency Toolkit User Guide
- ☐ CARE International Personal Safety and Security Handbook

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