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# Appendix A – Forms & Pro-forma Documents

## Section One – New Employees

- Checklist - Recruitment - Employing Overseas Workers (Available online)
- Checklist - Recruitment - Pre-Employment Medical (Available online)
- Checklist - Recruitment - Process (Available online)
- Checklist - Recruitment - Reference Check(Available online)
- Form - Commonwealth statutory declaration template (Available online)
- Form - Recruitment - Immigration Status (Available online)
- Form - Recruitment - Job Application Form (Available online)
- Form - Recruitment - Job Description (Available online)
- Form - Recruitment – Interview Questions (Available online)
- Form - Recruitment - Pre-Employment Medical (For Doctor to Complete) (Available online)
- Letter - Recruitment - Acknowledgement of Application (Available online)
- Letter - Recruitment - Confirmation of Interview (Available online)
- Letter - Recruitment - Parent-Guardian Letter of Authority (Available online)
- Letter - Recruitment - Rejection No Interview (Available online)
- Letter - Recruitment - Rejection Post Interview (Available online)
- Letter - Recruitment - Second Interview (Available online)
- Procedure - Recruitment – Interview (Available online)
- Record - Recruitment - Applications Record (Available online)
- Record - Recruitment - Interview Record (Available online)
- Letter – Work Integrated Learning - Offer of Placement (Available online)

## Section Two – Commencement of Employment

- Checklist - Onboarding – Induction (Available online)
- Information - Casual Employment Information Statement (Available online)
- Information - Fair Work Information Statement (Available online)

- Information – Fixed Term Contract Fair Work Information Statement (Available online)
- Letter - Probation - Confirmation of Successful Completion (Available online)
- Letter - Probation - Extension of Probation (Available online)
- Letter - Probation - Unsuccessful Completion and Termination (Available online)
- Letter - Recruitment - Offer of Employment (Available online)
- Policy - HR - Code of Conduct (Available online)
- Policy - HR - Mobile Phone Policy (Available online)
- Policy - HR - National System Personal Leave (Available online)
- Policy - HR - Dress Uniform Policy (Available online)
- Policy - HR - Email Internet Policy (Available online)
- Policy - HR – Equal Opportunity Policy (Available online)
- Policy - HR - Motor Vehicle Policy (Available online)
- Policy - HR - National System Family and Domestic Violence Leave Policy (Available online)
- Policy - HR - Sexual Harassment Policy (Available online)
- Policy - HR - Smoke-Free Policy (Available online)
- Policy - HR - Workplace Bullying and Harassment Policy (Available online)
- Policy - HR - Social Media (Available online)
- Policy - HR - State System Personal Leave Policy (Available online)
- Record - Probation – Progress (Available online)
- Survey - HR - New Employee Satisfaction (Available online)
- Template - Contract of Employment - National System (Casual Employee) (Available online)
- Template - Contract of Employment - National System Award Agreement Free Salaried (Available online)
- Template - Contract of Employment - National System Award Covered – Apprentice, Trainee (Available online)
- Template - Contract of Employment - National System Award Covered (Full Time, Part Time) (Available online)
- Template - Contract of Employment - National System Fixed Time Task (Full Time, Part Time) (Available online)

- Template - Contract of Employment - State System Award Agreement Free Salaried (Available online)
- Template - Contract of Employment - State System Award Covered (Full Time, Part Time) (Available online)
- Template - Contract of Employment - State System Fixed Time Task (Full Time, Part Time) (Available online)

### Section Three – Payroll Administration

- Form - Payroll - Authority to Deduct (Available online)
- Form - Payroll - Bank Account Details (Available online)
- Form - Payroll - Choice of Superannuation Fund Details (Available online)
- Form - Payroll - Form - Payroll - Cashing out of Annual Leave - Request (Available online)
- Form - Payroll - Contracting out (cashing out) of Long Service Leave - Request (Available online)
- Form - Payroll - Employee Details (Available online)
- Form - Payroll - Expense Reimbursement (Available online)
- Form - Payroll - Leave Application Form (Available online)
- Form - Payroll - Leave Form (Available online)
- Form - Payroll - Parental Leave Application (Available online)
- Form - Payroll - Payslip (Available online)
- Form - Payroll – Study Leave Application (Available online)
- Letter - HR - Acceptance of Flexible Working Arrangements (Available online)
- Letter - HR - Casual Conversion Offer National Employment Standards (Available online)
- Letter - HR - Casual Conversion Not Eligible National Employment Standards (Available online)
- Letter - HR - Casual Conversion Notification Award Covered Employee (Available online)
- Letter - HR - Casual Conversion Refusal Award Covered Employee (Available online)
- Letter - HR - Casual Conversion Refusal National Employment Standards (Available online)
- Letter - HR – Employee Choice Notification – Acceptance (Available online)
- Letter - HR - Employee Choice Notification – Refusal (Available online)
- Letter - HR - Employee Choice Notification – Request (Available online)

- Letter - HR - Refusing Request for Flexible Working Arrangements (Available online)
- Letter - HR - Request for Flexible Working Arrangements (Available online)
- Letter - Payroll - Guarantee of Annual Earnings (Available online)
- Letter - Payroll - Notification of Superannuation Fund Choice - State Award Employee (Available online)
- Letter – Payroll – Rectification of Underpayment (Available online)
- Record - Payroll - Salary - Wages Record (Available online)
- Record - Payroll - Superannuation (Available online)
- Record - Payroll - Superannuation - Tracking Fund Choice (Available online)
- Record - Payroll - Timesheet (Available online)
- Report - Payroll - Superannuation Guarantee Contribution Report (Available online)

## Section Four – Management of Employees

- Checklist - HR - Redundancy – Process (Available online)
- Form - HR - Employee Complaint (Available online)
- Form - HR - Performance Appraisal (Available online)
- Form - HR - Redundancy - Notice to Services Australia of Proposed Dismissals
- Form - Performance - Improvement Plan (Available online)
- Form - Termination - Small Business Fair Dismissal Code 2011 (Available online)
- Form - Training - Quote, Booking Information (Available online)
- Letter – Addendum – Variation of Contract of Employment (Available online)
- Letter - HR - Accepting Resignation (Available online)
- Letter - HR - Condolences (Available online)
- Letter - HR - Employee Resignation (Available online)
- Letter - HR - Employer to Implement Change (Available online)
- Letter - HR – Executor (Available online)
- Letter - HR - Notification of End of Fixed Term Contract (Available online)
- Letter - HR - Notification of Redundancy (Available online)

- Letter - HR - Refusal of Request, Employer Paid External Training (Available online)
- Letter - HR – Request to work a Public Holiday (Available online)
- Letter - HR - Statement of Service (Available online)
- Letter - HR - Sudden Critical Illness (Available online)
- Letter - Management - Abandonment of Employment - Confirming Termination (Available online)
- Letter - Management - Abandonment of Employment - First Warning (Available online)
- Letter - Management - Abandonment of Employment - Second Warning (Available online)
- Letter - Management - Final Warning - Unsatisfactory Performance or Misconduct (Available online)
- Letter - Management - Performance Meeting (Available online)
- Letter - Management - Stand Down (Employee Cannot Be Usefully Employed) (Available online)
- Letter - Management - Suspension During Workplace Investigation (Available online)
- Letter – Management – Unauthorised Absence (Available online)
- Letter - Management - Warning, Unsatisfactory Performance or Misconduct (Available online)
- Letter - Payroll - Remuneration Review (No Increase) (Available online)
- Letter - Termination - Redundancy (Available online)
- Letter - Termination - Serious Misconduct (Available online)
- Letter - Termination - Unsatisfactory Performance or Misconduct (Available online)
- Procedure - HR – Grievance (Available online)
- Procedure - Management - Discipline and Termination Procedure (Available online)
- Record - HR - Interview with Employee (Available online)
- Record - Management - Verbal Warning (Available online)
- Record - Redundancy - Selection Criteria (Available online)
- Record - Termination - Employee Termination Details (Available online)
- Record - Termination - Exit Interview (Available online)
- Report - Investigation - Injury, Illness and Incidence Near-Miss (Available online)
- Survey - Training - Required (Available online)



- [Template - HR - Meeting Agenda \(Available online\)](#)