



Employment Lifecycle Kit

Contents

Appendix A – Forms & Pro-forma Documents	5
Section One – New Employees	12
Recruitment and Selection (Guidance Notes).....	12
Selection of Applicants (Guidance Notes).....	12
Diversity and Inclusion (Guidance Notes)	13
Job Description Forms (Guidance Notes).....	13
Job Application Form (Guidance Notes)	15
Conducting an Interview (Guidance Notes)	18
Parent/Guardian Letter of Authority (Guidance Notes)	18
Statutory Declarations (Guidance Notes)	19
Section Two – Commencement of Employees	21
Offering a Job (Guidance Notes)	21
Contracts of Employment (Guidance Notes)	21
Contract of Employment – National System Employer for Specified Time Task Employee (Full Time, Part Time) (Guidance Notes)	34
Frequently asked questions about fixed term contracts	35
Contract of Employment – National System Employer for Apprentice, Trainee (Full Time, Part Time) (Guidance Notes)	41
Contract of Employment – State System Employer for Award Covered Employee (Full Time, Part Time) (Guidance Notes)	47
Contract of Employment – State System Employer for Award-Free Salaried Employee (Guidance Notes) ...	50
Contract of Employment – National System Employer (Casual Employee) (Guidance Notes)	57
Employee Induction Process (Guidance Notes)	61
The Fair Work Information Statement (Guidance Notes).....	61
The Casual Employment Information Statement (Guidance Notes).....	62
Fixed Term Contract Information Statement (Guidance Notes).....	62
Individual Flexibility Arrangement National System Award Covered (Guidance Notes)	62
Human Resource Policies during Induction (Guidance Notes)	64
Social Media Policy (Guidance Notes).....	66
Dress / Uniform Policy (Guidance Notes)	68
Mobile Phone Policy	69
Family and Domestic Violence Leave Policy (Guidance Notes).....	70
New Employee Surveys (Guidance Notes).....	74
Probationary Employees (Guidance Notes)	75
Letter Confirming Completion of Probation (Guidance Notes)	78

Letter for Unsuccessful Completion of Probation and Termination (Guidance Notes)	78
Extension of probationary period (Guidance Notes)	79
Employee’s and Employee-like workers (Guidance Notes)	79
Section Three – Payroll Administration	82
Payroll Administration (Guidance Notes)	82
Time and Wages Records (Guidance Notes)	82
Employee Choice of Superannuation Fund - State Award Employees (Guidance Notes).....	87
Employee choice of superannuation fund - Federal Award and Award-free Employees (Guidance Notes) ..	88
Leave Application Forms (Guidance Notes)	88
Authority to Deduct (Guidance Notes)	89
Rectifying Underpayments made to an Employee (Guidance Notes).....	90
Parental Leave Application Form (Guidance Notes)	92
Cashing-Out of Annual Leave (Guidance Notes)	92
Cashing out of Long Service Leave (Guidance Notes)	93
Flexible Working Arrangements for National System Employers (Guidance Notes)	94
Refusing Requests for Flexible Working Arrangements (Guidance Notes).....	95
Guarantee of Annual Earnings (Guidance Notes)	96
Casual Conversion under the Fair Work Act (Guidance Notes)	97
Casual Conversion in Modern Awards (Guidance Notes)	100
Gender Equality Reporting (Guidance Notes).....	101
Stand Down (Guidance Notes).....	102
Section Four – Management of Employees	104
Performance Management (Guidance Notes)	105
Discipline and Termination Procedure (Guidance Notes).....	107
First / Final Letter of Warning (Guidance Notes)	108
Abandonment of Employment (Guidance Notes).....	110
Resignation by Employee (Guidance Notes).....	110
Letter Accepting Resignation (Guidance Notes)	111
End of Fixed Term Contract (Guidance Notes).....	111
Employment References (Guidance Notes)	111
Redundancy and Introduction of Change (Guidance Notes)	112
Transfer of Business (Guidance Notes)	114
Grievance Procedure (Guidance Notes).....	115
Employment Separation Certificate (Guidance Notes).....	115
Privacy Laws (Guidance Notes)	116
Workplace Accidents and Injuries (Guidance Notes).....	116

Training Forms (Guidance Notes) 116
Death or Illness of an Employee (Guidance Notes) 117

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 - State 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)