

Factsheet:

Checklist for starting a new job

Use this checklist to help you make sure you have all the information you need when starting a new job. It's a good idea to fill this out before you start work so you are ready to go on your first day.

If you are not sure of the answer, speak to your employer or contact the Fair Work Infoline on 13 13 94.

Your first day

Where do you need to go on your first day?

What time do you start on your first day?

Who do you need to report to on your first day?

Paperwork

Have you signed and completed all of the paperwork you need to give your employer?

- Letter of offer /employment contract
- Tax File Number declaration form
- Superannuation choice form

→ The ATO can provide you with more information about taxation and superannuation at www.ato.gov.au

- Other (e.g. deductions, policies):

What information do you need to take on your first day?

- Bank account details
- Tax file number
- Licences e.g. Drivers Licence, Forklift Licence, RSA
- Passport and visa (if you are visiting and working in Australia)

- Proof of age (if you are under 21)
- Qualifications and/or school records
- Apprenticeship or traineeship papers
- Emergency contact details
- Other: _____

Uniform

Do you have to wear a uniform for work?

- Yes, my employer has already provided it/will provide it on my first day
- Yes, I need to buy the uniform
- No, but I understand the dress code

Tools

Do you need tools for work?

- Yes, my employer has already provided them/will give them to me on my first day
- Yes, I need to bring/buy my own tools

Award/agreement

What's your award or agreement?

- My award/agreement is:

- I am award/agreement free

→ To find out more about Awards go to: www.fairwork.gov.au/awards

Employment type

What type of employee are you?

- Full time
- Part time
- Casual
- Junior
- Apprentice/trainee
- Fixed Term
- On-going (permanent)

Probation

Do you have to complete a probationary period?

- Yes, my probation period is from: _____ to _____

- No, I do not have a probationary period



Duties

What are the main duties of your job?

Pay

What is your hourly rate of pay?

My rate of pay is \$_____

How you will be paid?

Direct deposit Cheque Cash

When is your first pay date?

My first pay date is _____

How often will you be paid?

Weekly Fortnightly

Monthly

Other: _____

How will you be given your payslip?

Hard copy Email

Mail

Other: _____

Hours and shifts

What are the minimum hours you will work each week?

_____ hours per week

What are your rostered days and hours?

My work roster is:

Mon _____

Tues _____

Wed _____

Thur _____

Fri _____

Sat _____

Sun _____

My working hours will be variable (casual)

Where will you find your roster?

Meal and rest breaks

What meal and rest breaks are you entitled to?

Fair Work Information Statement

Have you received a Fair Work Information Statement from your employer?

Yes

No, I need to follow this up with my employer

Flexible Work

Do you need to request flexible working arrangements from your employer?

If yes, record the details here:

Leave

Do you know what leave you are entitled to?

Select those that apply to you:

Annual leave

Personal/carer's leave

Compassionate leave

Community service leave

Things to find out on your first day at work

Anything that you have not been able to answer above!

Where should you store your personal items i.e. bag, wallet?

What do you do if there is a fire or other emergency?

What the rules are about making personal calls, using social media, or having visitors at work?

Who should you contact if you are sick or running late?

Who should you ask if you have questions about your job?

Find out more

For more information about starting a new job, see 'Starting a new job' online learning course at

www.fairwork.gov.au/learning



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Master Builders Association

New South Wales