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| **Employment Intake / Wages**  | **Date Returned** |
| --- | --- |
| Staff Personal Information (HRF-06) |  |
| Tax File Number Declaration  |  |
| Direct Payroll Crediting Scheme Authority (HRF-48) |  |
| Workers Compensation Declaration (HRF-14) |  |
| Superannuation Standard Choice Form (HRF-26)  |  |

| **Consent Forms** | **Date Returned** |
| --- | --- |
| Consent to Share Information with Auditors (HRF-54) |  |

| **Quality & Safeguards / Qualifications** | **Date Returned** |
| --- | --- |
| Copy of Drivers Licence |  |
| Copy of Working with Children’s Check |  |
| Copy of 100 points of ID |  |
| Copy of First Aid Certificate |  |
| Copy of COVID-19 vaccination certificate or immunisation history |  |
| Employment Information Pack - Acknowledgement Form (HRF-25) |  |
| ‘Quality, Safety & You’ - NDIS Worker Orientation Module Certificate |  |
| Has been checked & cleared through the NDIS Worker Screening Check |  |

(Items filed in date received order)

| **DATE** | **ITEM** |
| --- | --- |
|  | Personal Resume |
|  | Interview Questions (HRF-27) |
|  | Referee Check Questions (HRF-56) |
|  | Letter of Appointment |
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