



Pre-employment Documentation Checklist for international based roles

Please read, sign and return the following documents to the Human Resources Branch prior to your first day with us:

CARE Australia
243 Northbourne Avenue
GPO Box 2014
Canberra ACT 2601
tel 02 6279 0200
fax 02 6257 1938
info@care.org.au
www.care.org.au
ABN 46 003 380 890

EMPLOYMENT AGREEMENT

Employment Agreement (please note this is your formal acceptance of the position)

PAYROLL

Personal Details Form
 Income Tax Employee Declaration

CORPORATE INFORMATION

CARE Australia Values and Code of Conduct
 Child Protection Code of Conduct and Policy
 CARE Australia Child Protection Self Disclosure and Agreement
 Expat Medical Expenses Insurance Form
 Pre-Employment Health Declaration and Medical and Vaccination check
 Proof of Identification form (including encryption guide if emailing completed form)
 Permission to use information form

INFORMATION TO READ

- CARE International Safety and Security Handbook
- Expat Medical Expenses Insurance information booklet
- Emergency Toolkit User Guide
- Employee Assistance Program – Employees
- Employee Assistance Program – Managers

INFORMATION AUSTRALIAN'S BASED OVERSEAS

Living Away From Home Declaration
 Definition of terms
 Superannuation