



Pre-employment Documentation Checklist for Australian based roles:

Please read, sign and return the following documents to the Human Resources Branch in or before your first week with us:

PAYROLL INFORMATION

- Personal Details Form
- Superannuation Colonial First State Application Form (only complete if you're choosing to use CARE Australia's nominated superannuation default fund); OR
- Superannuation Standard Choice Form. If you are nominating your own superannuation fund, please visit your fund's website to download the choice of fund form to be provided to new employers. **This form should include a Unique Superannuation Identifier (USI) number and a compliancy statement**
- Tax File Number Declaration Form

CORPORATE INFORMATION

- A scan of your passport ID page (if not already provided)
- A copy of your qualifications
- Permission to Use Personal Documents
- CARE Australia Values and Code of Conduct
- Child Protection Policy and Code of Conduct
- CARE Australia Child Protection Self Declaration and Agreement
- Proof of Identification Form (including encryption guide if emailing completed form)
- Self Service Police Check
- Prevention of Harassment and Discrimination Policy
- CA Values CoC PSHEA CP Policies Agreement
- CARE International Policy on PSEA and CP
- Proof of identification form (including encryption guide if emailing completed form)
- Complete a background check online via www.crimcheck.org.au/check/ca
- If you're interested, apply for salary packaging online via www.salary.com.au

INFORMATION TO READ

- Fair Work Information Statement
- Employee Assistance Program – Employees, or Employee Assistance Program – Managers
- Emergency Toolkit User guide
- CARE International Personal Safety and Security Handbook

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