

Pre-employment Documentation Checklist for international based roles



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

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

PAYROLL INFORMATION

- ☐ Personal details form
- ☐ Income Tax Employee Declaration
- ☐ Superannuation Colonial First State Application Form (Australian citizens only)
(only complete if you're choosing to use CARE Australia's nominated superannuation default fund) OR
- ☐ 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.
- ☐ Salary Package Information and Application (optional)
- ☐ Tax File Number Declaration form (Australian citizens only)
- ☐ Living Away From Home Declaration (Australian citizens only)
- ☐ Definition of terms for Living Away from Home Declaration

CORPORATE INFORMATION

- ☐ A scan of your passport ID page and a copy of your qualifications
- ☐ Permission to Use Personal Documents
- ☐ Expat Medical Expenses Insurance Form (only if deployment is longer than 3 months)
- ☐ Pre-employment Health Declaration and Medical and Vaccination Check
- ☐ 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)
- ☐ CARE Country Office Association information and form (optional)
- ☐ Prevention of Harassment and Discrimination Policy
- ☐ CA Values CoC PSHEA CP Policies Agreement
- ☐ CARE International Policy on PSEA and CP

INFORMATION TO READ

- ☐ CARE International Personal Safety and Security Handbook
- ☐ Expat Insurance Booklet (only if deployment is longer than 3 months)
- ☐ Emergency Toolkit User guide
- ☐ Employee Assistance Program – Employees, or Employee Assistance Program - Managers