|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New Employee Details** | **Code** (Office use only): |  |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |

|  |  |
| --- | --- |
| **Occupation:** (Circle one) | Surf Ed Instructor / Regional Lifeguard |
| **Region:** (Circle one) | Southern |
|  | Central |
|  | Eastern |

|  |  |  |
| --- | --- | --- |
| **Address:** |  | |
| **Post Code** |  |
| **Email:** |  | |
| **Date of Birth:** | **/ /** |
| **Mobile Phone:** |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Bank Account #:** |  |  | **\_** |  |  |  |  | **\_** |  |  |  |  |  |  |  | **\_** |  |  |  |
| ***example*** | ***0*** | ***1*** | ***-*** | ***1*** | ***2*** | ***3*** | ***4*** | ***-*** | ***1*** | ***2*** | ***3*** | ***4*** | ***5*** | ***6*** | ***7*** | ***-*** | ***0*** | ***0*** | ***0*** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IRD #:** |  |  |  | **\_** |  |  |  | **\_** |  |  |  | **Tax Code:** |  |

**Note:** IRD numbers have either 8 or 9 numbers

|  |  |  |
| --- | --- | --- |
| Signed: |  | Date: |

Check List: have you filled in and attached the following before submitting this form to your manager?

|  |  |
| --- | --- |
| IRD Tax code declaration |  |
| Kiwi Saver forms *(opt in/opt out)* |  |
| Police Vetting form |  |
| Signed Contract |  |