

Checklist for starting a new job

Use this checklist to help you make sure you have all the information you need when starting a new job. It's a good idea to fill this out before you start work so you are ready to go on your first day.

If you are not sure of the answer, speak to your new boss or contact the Fair Work Infoline on 13 13 94.

Your first day

- Where do you need to go on your first day?

- What time do you start on your first day?

- Who do you need to report to on your first day?

I need to report to _____

Paperwork

- Have you signed and completed all of the paperwork you need to give your employer?

- Letter of offer /employment contract
- Tax File Number declaration form
- Superannuation choice form

The ATO can provide you with more information about taxation and superannuation at www.ato.gov.au

- Other (e.g. deductions, policies):

- What information do you need to take on your first day?

- Bank account details
- Tax file number
- Licences e.g. Drivers Licence, Forklift Licence, RSA
- Passport and visa (if you are visiting and working in Australia)
- Proof of age (if you are under 21)
- Qualifications and/or school records
- Apprenticeship or traineeship papers
- Emergency contact details
- Other:

Uniform

- Do you have to wear a uniform for work?
 - Yes, my employer has already provided it/will provide it on my first day
 - Yes, I need to buy the uniform
 - No, but I understand the dress code

Tools

- Do you need tools for work?
 - Yes, my employer has already provided them/will give them to me on my first day
 - Yes, I need to bring/buy my own tools

Award/agreement

- What's your award or agreement?
 - My award/agreement is:

- I am award/agreement free

To find out more about Awards go to: www.fairwork.gov.au/awards

Employment type

- What type of employee are you?

Select those that apply to you:

- Full time
- Part time
- Casual
- Junior
- Apprentice/trainee
- On-going (permanent)
- Fixed Term

Probation

- Do you have to complete a probationary period?
 - Yes, my probation period is from: _____ to _____
 - No, I do not have a probationary period

Duties

- What are the main duties of your job?

Pay

- What is your hourly rate of pay?

My rate of pay is \$ _____

- How you will be paid?

- Direct deposit
- Cheque
- Cash

- When is your first pay date?

My first pay date is _____

- How often will you be paid?

- Weekly
- Fortnightly
- Monthly
- Other: _____

- How will you be given your payslip?

- Hard copy
- Email
- Mail
- Other: _____

ASIC have free Be MoneySmart online training modules to help apprentices and VET school students manage their money and learn skills that will help them in the future. For more information refer to their website at www.moneysmart.gov.au/teaching/teaching-resources/teaching-resources-for-vet

Hours and shifts

- What are the minimum hours you will work each week?

_____ hours per week

- What are your rostered days and hours?

My work roster is:

Mon _____
Tues _____
Wed _____
Thur _____
Fri _____
Sat _____
Sun _____

My working hours will be variable(casual)

- Where will you find your roster?

Meal and rest breaks

- What meal and rest breaks am I entitled to?

Tip: It's a good idea to keep your own diary to record:

- *the dates you worked,*
- *the time you started and finished*
- *your break times*
- *the name of your supervisor on your shift*
- *any leave you take.*

Fair Work Information Statement

- Have you received a Fair Work Information Statement from your employer?

- Yes
- No, I need to follow this up with my employer

Flexible Work

Do you need to request flexible working arrangements from your employer? If yes, record the details here:

Do you know what leave you are entitled to?

- Do you know what leave you are entitled to? Select those that apply to you:

- Annual leave
- Personal/carer's leave
- Compassionate leave
- Community service leave
- Family and domestic violence leave

Things to find out on your first day at work

- Anything that you have not been able to answer above!
- Where should you store your personal items i.e. bag, wallet?
- What do you do if there is a fire or other emergency?
- What the rules are about making personal calls, using social media, or having visitors at work?
- Who should you contact if you are sick or running late?
- Who should you ask if you have questions about your job?

The Fair Work Ombudsman is committed to providing you with advice that you can rely on.

The information contained in this template is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or a workplace relations professional.

Find out more

For more information about starting a new job, see our 'Starting a new job' online learning course at www.fairwork.gov.au/learning

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