

Personal Details

First Name: _____ Last Name: _____

Commencement Date: ____ / ____ / ____

Designation: _____

Gender: (circle one): **Male / Female**

Date of Birth: ____ / ____ / ____

Identity Number: _____

Are you a South citizen? **Yes / No**

If no,

- Passport Number _____
- Are you a permanent resident? **Yes / No**
- Do you have a Work Permit? **Yes / No**
- Expiry date: ____ / ____ / ____
- Any restrictions? _____

Physical Address _____

Suburb: _____ Province: _____ Postcode: _____

Landline: _____ Mobile: _____

Email Address: _____

Tax Number : _____

Banking details

Bank Name: _____ Branch: _____
Account Type: _____ Branch code: _____
Account Number: _____

Next of Kin information(NoK)

Name and surname of Next of Kin(1):

Relationship: _____

NoK Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile: _____ Work: _____

NoK email address: _____

Name and surname of Next of Kin(2):

Relationship: _____

NoK Address: _____

Suburb: _____ State: _____ Postcode: _____

Home Phone: _____ Mobile: _____ Work: _____

NoK email address: _____

Signature: _____ **Date:** ____ / ____ / ____

Contractor Company Information:

Company Name: _____

Company Registration Number: _____

Company VAT number: _____

Company Address: _____

Company Phone Number: _____ Company email: _____

Contractor's Signature: _____ Date: ____/____/____

Office Use Only

Employee Number: _____

Status:

Full time

☐

Part time

☐

Casual

☐

Pay rate:

Annual

R_____ p.a

Monthly

R_____ p.m

Hourly rate

R_____ p.h.

Date of first pay review: ____/____/____

Contractor:

Status: Base Hourly Rate: _____

Status: **Contractor**

Date of First Pay Review: _____