



Employment Relations Service  
Te Ratonga Hononga Taimahi

**SEPARATE EMPLOYEE DETAILS**

*Please complete this form in **printing**.*

**Please Note:** You **must** sign the Labour Inspectorate Complaint Form, as well as this form.

**EMPLOYER DETAILS**

Name of Business or Person: .....

Name of Manager .....

Business Address: .....

Phone Number: ..... Mobile: ..... Fax: .....

Type of Business: .....

Nature of the Business: Sole Trader/Partnership/Limited Liability Company/Other

**YOUR DETAILS**

Name: .....

Private Address: .....

Home Phone: ..... Work Phone: ..... Mobile: .....

Age if Under 18 Years

**EMPLOYMENT DETAILS**

Start Date: ..... Finish Date: .....

Type of job (eg chef, mechanic, lawyer): .....

Type of Employment Agreement:      Written/Verbal                      Individual/Collective

Normal hours of work:    Per Day: ..... Per Week: .....

Normal Days of Work: .....

If rostered, how does the roster operate?.....

Do you sign a Wage Book? Yes/No    What is your rate of pay? .....    Do you get pay slips? Yes/No

How are you paid? Cash/Direct Debit/Cheque.....

**Signature:** ..... **Date:** .....