



DENISE MCLELLAN
Consulting

Paperwork for recruiting and onboarding employees.

Recruitment	Position Description Job advertisement and photos
Pre-commencement	Letter of Offer
	Employment Contract
	Employee Information Form - name, address, phone, email - bank details - emergency contact information
	Fair Work Information Statement
	Pre-existing Injuries Form
	Tax File Number declaration
	Super fund standard choice form
	Residential agreement?
	Work Vehicle Agreement?
	Timesheets
Induction	Employee induction checklist
	Code of Conduct
	Emergency Information Sheet
	Policies:
	-Golden Rules
	-Health and Safety
	-Mobile phone and device
	-alcohol and drugs
	-smoking
	-independent and remote work
	-working with the rules
	-children on farm
	-clean and tidy
	-rubbish
	-welfare of animals
	-work vehicles use agreement
<i>Plus other standard policies AND any other policies relevant to your business...</i>	