

Employee Record Card

1 Personal Details

Surname

First Names

Address

Home Telephone Number

Mobile Number

Email Addresses

2 In Case of Emergency

Emergency Contact

Contact Number

Relationship to Employee (eg. parent, sibling, child, partner)

3 EEO Information

Your completion of the following information is for statistical purposes only & will assist ICAS in monitoring employment equity & diversity outcomes.

Please tick one of the boxes if it is applicable to you.

☐

Aboriginal and/or Torres Strait Islander

☐

Persons with a disability

In order to best match your attributes to client's support needs, please provide the following information:

Cultural Background

Cultural Identity

Do you speak a language other than English?

If so please specify:

☐

Yes

☐

No

4 Drivers Licence Information

Licence Number

Expiry Date

Licence Class (eg. C, A)

5 Private Vehicle Details

Make & Model of Car

Year of Car

Registration Number

Insurance Type

Insurance Company Name

Policy Number

Policy Expiry Date

Is your car roadworthy & safe to drive?

☐

Yes

☐

No

6 Photo/Media Consent

Permission to use any photographs, recorded material (audio and/or visual) taken of me whilst undertaking ICAS activities.

☐

Yes

☐

No

7 Secondary Employment Details

8 Staff Availability

9 Skills

10 Hobbies & Interests (e.g. Soccer, Line Dancing)

11 Qualifications (e.g. Bachelor of xx-Institution, Diploma of xx- Institution)**12 Supporting Documents - Required to be Emailed**

Please email a copy of the following to icasmanager@icasau.com:

1. Drivers Licence
2. Car Insurance Policy
3. Car Registration
4. Qualifications/Certificates - Working with Children (Blue) Card, Disability Worker Screening (Yellow) Card
5. First Aid/CPR Certificate
6. 100 Points of ID - Passport, Drivers Licence, Medicare, Birth Certificate
7. Completed Training Certificates - NDIS Worker Orientation Module

Employee Signature

Date:

Please remember to inform ICAS of any future changes to your details

OFFICE USE ONLY

Date Information entered onto staff details office use only spreadsheet