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## Necessary Employee Information

To begin work with us we require the following information. Please provide to the office via email to [info@macksteelfixing.com](mailto:info@macksteelfixing.com), in person to Rod or in person or via mail to the office at **14 Elderslie Road, Yatala, 4207**.

- New Employee Form Completed including Emergency Contact and Superannuation details

Note: If you don't have a superannuation account you can sign up through one of the two sign up accounts (CBUS and BUSSQ) provided or any other superannuation account of your choosing, for example through your bank.

- Clothing Sizes:  
Pants:  
Shirts:

- A photo of your White Card and Driver License (must be in colour)

- Copies of any relevant qualifications, ie Cert 3, First Aid, Working at Heights, etc.  
\*You will not be paid your CW3 rate without us having a copy of your Cert 3\*

- A headshot of yourself (must be in colour)

- Tax File Declaration Form (filled out and signed)

**NOTE: If you do not provide us with your TFN Declaration Form within 28 days of your start date we are obligated by law to tax you at the max rate of 46.5% + Medicare Levy. We need the form not just the number.**

Thank you,  
Mack Steel Office