

# EMPLOYMENT CHECKLIST

Before you start work with us, we will send the following paperwork to you.

Please complete and return:

PAYG	Contractor
Financial information form	Financial information form
Tax declaration form	Insurance certificates of currency <input type="checkbox"/> Workers compensation <input type="checkbox"/> Public liability <input type="checkbox"/> Professional indemnity
A completed superannuation choice form	A signed copy of the ATO employee contractor decision tool (sole traders)
Child protection Consent to Screening & Prohibited Employment Declaration	Child Protection Consent to Screening & Prohibited Employment Declaration for <b>every</b> teacher who will work at the College
100 points of identification as required for child protection	Identification as required for child protection for <b>every</b> teacher
Up to date resume & verified copies of qualifications	Up to date resume & verified copies of qualifications for <b>every</b> teacher

Once a year, we need:

PAYG	Contractor
An updated resume or list of training you have undertaken in the calendar year	<b>In December:</b> An updated resume or list of training you have undertaken in the calendar year
	Updated copies of insurance certificates of currency <b>on renewal</b>
	<b>In December:</b> Completed and signed contractors statement regarding your work in the calendar year