

Wildon Employment and Leave History

Employment Record

Employers Name		Class of Business or Calling	
Address			Post Code
Name of Transmitttee(s) of Business			
Address			Post Code
Employees Name in Full		Date of Birth	Home Ph.
Address			Post Code
Change of Address			Post Code
Next of Kin		Relationship	Bus. Hrs. Ph.
Capacity in Which Employed			Date Employed
Award Applicable and Other Particulars			

Termination Record

Date of Termination		Name of Person Terminating the Employment	
Reason for Termination			
Effected by - Consent <input type="checkbox"/> Notice <input type="checkbox"/> Summary <input type="checkbox"/> Some Other Manner <input type="checkbox"/>			
Details of Warnings	:Date	:By Whom	:Details
1 st Warning, Verbal	:	:	:
2 nd Warning, Written	:	:	:
3 rd Warning, Witnessed:	:	:	:
Employer s Signature	Witnesses Signature	Employee s Signature	
Rate of Pay at Termination - Ordinary Pay		Termination Pay	Redundancy Pay

Salary Payable and Date of Change

Date	Amount	Date	Amount	Date	Amount	Date	Amount

Record of Sick Leave

Details of Award Entitlement - First Year					Thereafter				
Days Due	Details of Leave Taken			Balance	Days Due	Details of Leave Taken			Balance
	From	To	No. of Days			From	To	No. of Days	

