



NEW APPOINTMENT AS PERMANENT EMPLOYEE / TRANSFER TO NEW SITE

EMPLOYEE FULL NAME		
EMPLOYEE ID NUMBER		
CLOCK NUMBER		
NEW CLOCK NUMBER (for new permanent employee)	ACS _____	

NEW APPOINTMENT

SITE NAME START DATE

SHIFT (circle) MON – TUES – WED – THURS – FRI – SAT – SUN

DAY	AFTERNOON	NIGHT
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RATE PER HOUR: _____ NO. OF HOURS PER WEEK: _____ BASIC SALARY: _____

REASON FOR NEW APPOINTMENT?

REPLACING (NAME)		ADDITIONAL	PROMOTION	OTHER
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TRANSFER

DATE OF TRANSFER: _____ REASON FOR TRANSFER: _____

FROM SITE TO NEW SITE

SHIFT (circle) MON – TUES – WED – THURS – FRI – SAT – SUN

DAY	AFTERNOON	NIGHT
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NEW RATE PER HOUR: _____ NEW NO. OF HOURS PER WEEK: _____

PREVIOUS BASIC SALARY: _____ NEW BASIC SALARY: _____

FOLLOWING DOCS ATTACHED **OR** **HAVE THEY ALREADY BEEN SENT TO THE OFFICE**

APPLICATION INFORMATION FORM CONTRACT COPY OF ID BANK STATEMENT TAX NUMBER

Employee Signature

Manager Signature / Name

OFFICE USE ONLY

ALL DOCUMENTATION RECEIVED

OUTSTANDING DOCUMENTATION _____

DATE CAPTURED/ CAPTURED BY: _____