



# A.JAN Group WESTERN BUILDERS LIMITED

## EMPLOYEE PERSONAL RECORD FORM (EPRF)

Date  Emp No.

Full Name

Father's Name

Attach two Coloured  
Passport sized  
photos here.  
(Compulsory  
Requirement)

**Personal Details**

Height  Eye Colour

Weight  Complexion

Gender  Male  Female Race

Scars

Tattoos

Marks

Details

*Note: If using staple  
please pin the top right  
corner only. Damaged  
photos will not be  
accepted.*

**Contact Address in Full**

Residential

Postal

Occupation Applying for

Phone  Mobile

Email

Contact Person Name

Contact Person's Number  Mobile

Bank

Branch

Account No.

T.I.N. #

F.N.P.F. No. (ID Reqd.)

Date of Birth

Marital Status

Date Married (Legally Regd)

Spouse Name

Spouse Occupation

**Previous Employment Record (Including this Company - If Ex-Employee state Employee No. & Year)**

Employer	Contact Person & Phone No.	Occupation	Previous Experience Date	Reason For Leaving Job From Previous Employer
1				
2				
3				
4				
5				

**Education, Qualification & Experience (Attach CV & References)**

**If Tradesman - List Tools (Use extra pages if required)**

	1	12
	2	13
	3	14
	4	15
	5	16
	6	17
	7	18
	8	19
	9	20
	10	21
	11	22

**Details of own child, step child, step or legally adopted child under 18 years (or 18 - 27 years in full time at school)  
Excluding children earning in excess of \$200.00**

	Full Name of Dependant Child (Maximum 5)	Relationship	Date of Birth
1			
2			
3			
4			
5			

**Declaration** (Declare that all the information given above is true)

- I have no previous criminal records.
- I had been charged for \_\_\_\_\_ by \_\_\_\_\_ court, in year, \_\_\_\_\_ and was acquitted.
- I had been convicted for \_\_\_\_\_ by \_\_\_\_\_ court, in year, \_\_\_\_\_ and was sentenced for \_\_\_\_\_ years.
- I have no relations and / or family members working for Western Builders Limited or any other associated companies of A. Jan Group Companies.
- I have relations and / or family members working for Western Builders Limited or any other associated companies of A. Jan Group Companies.

Name	Relationship	Company

		/	/20	
<b>Employee Name</b>	<i>Employee Signature</i>	<i>Date</i>		<i>Thumb print</i>
<i>(I hereby declare that all the information given in this EPRF is true and is to best of my knowledge)</i>				

**Witness to employee signature** (Authorised company representative - after sighting each & every relevant document)

	Witness Name	Signature	Designation in Company	Remarks	Date
1					
2					

<i>Recommendation as to why this person needs to be employed</i>	<i>Suggested Rate/ Wage: \$</i>
	<i>Suggested By NAME:</i>
	<i>SIGNATURE:</i>
	<i>OCCUPATION:</i>
	<i>(To be confirmed by Head Office)</i>

- NOTE: 1. Write details or any information where sufficient space not provided, on a separate sheet  
(Any person giving false declaration shall be severely dealt with).
2. If any section is incomplete, the office will not be responsible for delays and / or non-payment in wages.
3. Original EPRF will only be accepted. No Faxed or Photocopies.
4. Certified true copy of Birth Certificate required
5. Bank Details - Westpac Account required or Westpac form to be filled and sent within 3 days of employment.
6. Copy of Letter from FIRCA to verify your TIN to be provided.

**FOR OFFICIAL USE ONLY**

Employee No.

Date Start

Employee Status

#	Date	Approved By	Wage Rate
1.	<i>Start Wage Rate</i>		\$
2.	/ /		\$
3.	/ /		\$
4.	/ /		\$
5.	/ /		\$

*Reason for leaving:* \_\_\_\_\_

*Outstanding Liabilities with Company / General Comments:* \_\_\_\_\_