

EMPLOYEE DETAILS

Please complete the form below, where appropriate. You can fill in the fields from your computer, using the Save As function, rename the file to client name & email to connect@nomchong.com.au

Supporting Documentation: I will need a letter requesting the assessment on the employee, plus any relevant reports or documents on the employee. You can email these documents to me, (which is more hygienic than paper). All emails will be acknowledged.

Once I have this completed form, I will send an email to your employee confirming the appointment (cc to you) & giving them an information sheet on the assessment process. The report is often done within a day or two of the appointment (usually by c.o.b. that day), at which time I will email a tax invoice seeking prepayment of the report. As soon as payment is received I will email the report to you. The report will be password encrypted, usually with the employee's date of birth, in the format 00/00/0000 (including the /).

- Leigh Nomchong

EMPLOYEE DETAILS:

NAME (Surname first)	<input type="text"/>
PHONE NUMBERS	<input type="text"/>
ADDRESS	<input type="text"/>
EMAIL	<input type="text"/>
DATE OF BIRTH	<input type="text"/>
	<input type="checkbox"/> Male <input type="checkbox"/> Female

EMPLOYER'S DETAILS:

Name of employer	<input type="text"/>		
Contact Person	<input type="text"/>		
Email Address	<input type="text"/>	Phone No	<input type="text"/>
Contact Person	<input type="text"/>		
Comments:	<input type="text"/>		

SOLICITOR DETAILS (if appropriate):

Name of legal firm	<input type="text"/>		
Name of solicitor	<input type="text"/>	Email	<input type="text"/>
Admin Contact Name	<input type="text"/>	Email	<input type="text"/>
		Phone	<input type="text"/>