



Staff Record

All paid staff must maintain a record to allow qualification to be recorded and quick access to contact details.

Full Name	
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The full name of the staff member.

Phone Number	
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Your phone number.

Email	
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Your email address.

Emergency Contact Name	
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The person that should be contact in an emergency.

Emergency Contact Phone	
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The emergency contact phone number.

Medical Details

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Any medical details that Senior Instructor should be aware.

Qualifications

Qualification	Copy Attached	Expiry Date

Confirm which Qualifications you have and attached a copy of each to this record form.