

**BUILDING & CONSTRUCTION INDUSTRY
ARE YOU MISSING WORK FROM YOUR RECORD?**

PART 4 - EMPLOYER'S DETAILS

Company/Business Name

Number and Street or PO Box

Suburb/Town

State

Postcode

Contact Person

Position of Contact Person

Contact Number

ABN/ACN

Is the Employer still in business? *Tick any boxes that apply to you*

Still trading Has ceased trading Cease trading date (if known):

Full-time Part-time If part-time, write total number of days worked during employed period.

State or Territory where you worked:

NSW QLD VIC ACT SA WA TAS NT

Award paid under (specify full name of award or agreement, stating EBA or CFMEU is not acceptable)

Work Description (eg. Electrician/Plumber/Plant Operator etc)

PART 5 - DESCRIBE IN DETAIL THE WORK YOU PERFORMED ON A REGULAR WORKDAY AND THE NUMBER OF NORMAL WORKING HOURS SPENT ON EACH OF THE TASKS ON A REGULAR WORK DAY:

Task 1

Hours Per Day

Task 2

Hours Per Day

Task 3

Hours Per Day

Task 4

Hours Per Day

Task 5

Hours Per Day

PART 6 - WHERE DID YOU PERFORM YOUR WORK? (ONSITE/WORKSHOP/OFFICE)

If you worked in more than 1, please provide an estimate of time in each. The total needs to add up to 100% (eg office 40% site 30% workshop 30%).

BUILDING & CONSTRUCTION INDUSTRY ARE YOU MISSING WORK FROM YOUR RECORD?

PART 7 - WHAT TYPE OF CONSTRUCTION SITES DID YOU WORK ON?

Provide examples.

PART 8 - PLEASE PROVIDE COPIES OF PROOF OF EMPLOYMENT SUCH AS:

Tick check list proof of documentation.

- | | |
|---|--|
| <input type="checkbox"/> Taxation group certificate or payment summary (a Notice of Assessment is not acceptable) | <input type="checkbox"/> Apprenticeship indenture papers |
| <input type="checkbox"/> Certificate of service or Employment separation certificate | <input type="checkbox"/> Documentation from a superannuation scheme showing records of contributions |
| <input type="checkbox"/> Letter of offer of employment or service reference by the employer concerned confirming employment on wages, the type of building and construction work performed and specifying employment details. | <input type="checkbox"/> Workers compensation papers |
| | <input type="checkbox"/> Bank statement with entries of pay |
| | <input type="checkbox"/> Contract of employment |

PART 9 - DECLARATION

Have you attached supporting documentation? Yes No

I declare that the information I have given in this form and accompanying documents is true and correct. I make this declaration with the knowledge that a false or misleading statement may result in a penalty of up to \$5,500 under the provisions of Section 58A of the Building and Construction Industry Long Service Payments Act 1986.

Name

Signature

Date

D		M		Y			
---	--	---	--	---	--	--	--

RETURN

Please complete and return to:

 Scan and email to info@longservice.nsw.gov.au **or**  Post to Locked Bag 3000, Central Coast MC, NSW 2252