

PART 1 - PERSONAL DETAILS

Worker Registration Number

W										
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Date of Birth

D		M		Y					
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Given Name

Family Name

PART 2 - MY CONTACT DETAILS HAVE CHANGED

Number and Street or PO Box

Suburb/Town

State

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Postcode

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Phone

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Mobile

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Email

PART 3 - I HAVE BEEN UNABLE TO WORK AND/OR RECORD SERVICE DURING THE 2020-2021 FINANCIAL YEAR FOR THE FOLLOWING REASONS:

- Suffering from an illness or injury
- Attending a training course relevant to the building and construction industry
- Performing voluntary building work following a declared emergency in NSW
- Undertaking light duties as part of a rehabilitation program
- Performing speculative building work on a residential building for the purpose of sale
- Pregnant
- Receiving a Carers pension
- Performing building and construction work for a government agency and not eligible to accrue long service leave

Dates unable to record service: From

D		M		Y					
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 To

D		M		Y					
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If the period is prior to 01/07/2019, please explain what prevented you from following it up earlier.

PART 6 (continued) - DATES OF EMPLOYMENT MISSING FROM YOUR RECORD

Dates you were employed: From

D		M		Y			
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 To

D		M		Y			
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Full-time **Part-time** - write the total number of days worked during employed period:

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Are you still employed by this employer? **Yes** **No**

WORK YOU PERFORMED

List details of all tasks performed on an ordinary work day and the hours spent on each task:

	Hours per day
	H
	H
	H
	H
	H
Total hours worked per day:	H

LOCATION OF WORK

On average over a week, how many days did you spend in the following locations:

	Days per week
Office (including site office)	D
Construction site	D
Workshop/Factory	D
Other	D
N/A	D

WHAT WERE YOU BUILDING? WHAT TYPE OF CONSTRUCTION SITES DID YOU WORK ON?

Provide examples.

PART 7 - PROOF OF EMPLOYMENT - SUITABLE EVIDENCE

You must include at least **ONE** document from the Primary Evidence list, and if the primary evidence document does not show **ALL** the following information, then further primary and/or secondary evidence documents will be required.

Proof of employment documentation needs to show evidence of the following:

1. **Work performed during the period applied for** - Description of the type of work you performed
2. **Employment through the period applied for** - Entire employment period (including evidence of employment throughout each financial year)
3. **The employer details** - Employer name and ABN
4. **The worker details** - Your full name

Example of suitable evidence

A worker whose tax return doesn't clearly indicate the work performed, would need to supply other documentation from the suitable evidence list which includes the type of work they did over the entire period.

PRIMARY EVIDENCE Must include at least ONE from this list.	SECONDARY EVIDENCE Include any from this list to ensure ALL the required documentation is provided.
Service documents submitted by an employer If applicant is a Working Director or relative of the Owner/ Director supporting documentation which verifies they were an employee performing eligible work.	Taxation payment summary or Income statement from myGov
Letter of offer of employment or service reference by the employer concerned	Centrelink employment separation certificate
Apprenticeship papers This only supports the period of the apprenticeship.	Workers compensation documents Can be used to support end date if employer failed to lodge this with the Corporation.
Payslips Must cover the entire employment period applied for.	Bank statements with entries of pay Must cover the entire employment period applied for.
Contract of employment Worker must provide secondary proof of the contract being fulfilled to cover the requirements of being engaged in the work, such as bank statements. Worker will also need to provide evidence if/when contract was ended.	Statutory Declarations Statutory Declarations made under the Oaths Act 1900 may be used as secondary evidence only.
Tax returns May be required to provide further documentation if work type not clearly defined. eg. main occupation listed as brick laying or plumbing.	

NOTE: Please cross out your **tax file number** when providing proof of employment.

PART 8 - DECLARATION

I declare the information I have given in this form and accompanying documents is true and correct and that all copies of supporting documents supplied are true copies. 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								
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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