

⚠ DO NOT COMPLETE IF:

- **You're a contractor:** You must lodge a Self Employed Worker Certificate of Service to record service. Please see your Tax Agent or call **13 14 41** for details.
(To determine whether you are an employee or contractor, contact the ATO or FairWork for more information.)

PART 1 - PERSONAL DETAILS

Worker Registration Number

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Date of Birth

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Given Name

Family Name

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 2 - EMPLOYMENT DETAILS

I worked as an Employee

(To determine whether you are an employee or contractor, contact the ATO or FairWork for more information.)

OR

I worked as a director of my own company

Work Description (eg. electrician/plumber/plant operator etc.)

State or Territory where you worked: NSW QLD VIC ACT SA WA TAS NT

If the missing work was performed in another state or territory other than NSW, you will need to contact the relevant scheme. See www.ausleave.com.au

PART 3 - MISSING WORK MORE THAN TWO YEARS AGO

If the period of employment missing from your record is more than two years ago, please explain what prevented you from following it up earlier.

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

PART 4 - EMPLOYER'S DETAILS

If you are missing service from more than one employer, complete pages 2 and 3 for each employer.

Company/Business Name

Contact Person Position

Number and Street or PO Box

Suburb/Town State Postcode

Phone ABN/ACN Number

Is the Employer still in business?

Still trading Ceased trading Ceased trading date (if known):

PART 5 - DATES OF EMPLOYMENT MISSING FROM YOUR RECORD

Dates you were employed: From To

Full-time Part-time - write total number of days worked during employed period:

Are you still employed by this employer? Yes No Hours worked in an ordinary work day?

PART 6 - DESCRIBE IN DETAIL THE WORK YOU PERFORMED ON AN ORDINARY WORK DAY AND THE NUMBER OF NORMAL WORKING HOURS SPENT ON EACH OF THE TASKS:

| Tasks | Hours Per Day |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |
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| <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> |

PART 7 - WHERE DID YOU PERFORM YOUR WORK? (onsite/workshop/office)

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



INTERPRETER SERVICES

If you need an interpreter, call **TIS National** on **13 14 50** and ask them to call **Long Service Corporation** on **13 14 41** or for more information visit www.tisnational.gov.au



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

PART 8 - WHAT WERE YOU BUILDING? WHAT TYPE OF CONSTRUCTION SITES DID YOU WORK ON?

Provide examples.

PART 9 - PROOF OF EMPLOYMENT (without proof of employment no further action will be taken)

Have you attached proof of employment? Yes No

Proof of your employment may include:

- Taxation group certificate or payment summary (a Notice of Assessment is not acceptable)
- Certificate of service or Employment Separation Certificate
- Letter of offer of employment or service reference by the employer concerned confirming employment, the type of building and construction work performed and specifying employment details (not applicable for Working Directors and their kin)
- Apprenticeship indenture papers
- Statements from a superannuation scheme showing record of contributions
- Workers compensation papers
- Bank statement with entries of pay
- Contract of employment
- MyGov Income Statement (for employers using Single Touch Payroll)

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

PART 10 - 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*.

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|---|---|---|---|---|---|--|---|--|--|--|
| Name | Signature | Date | | | | | | | | |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px;"></td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> </tr> </table> | D | | M | | Y | | | |
| 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