

PART 1 - PERSONAL DETAILS

Worker Registration Number

W

Date of Birth

D M Y

Given Name

Family Name

PART 2 - MY CONTACT DETAILS HAVE CHANGED

Number and Street or PO Box

Suburb/Town

State

Postcode

Phone

Mobile

Email

PART 3 - MISSING OR INCORRECT EMPLOYMENT DETAILS

Employer's Name

ABN Number

Employer's Address

Suburb/Town

State

Postcode

Employer's Phone

Contact Person

Period employed from:

D M Y

to:

D M Y

Gross ordinary wages*

*Gross ordinary wages are the amount of wages paid/payable to a person during the period (including shift penalties but excluding overtime and allowances for meals, protective clothing or materials or equipment).

Q1 - Is the employer still in business? Yes No Not sure

Q2 - Please tick this box to consent to LSC contacting your employer to discuss missing service from your record:

Q3 - Type of cleaning work performed:

Mopping

Vacuuming

Dusting

Sweeping

Carpet cleaning

High pressure cleaning of pavers, walkways & buildings

Window & gutter cleaning

Graffiti removal

Swimming pool cleaning (not repair &/or maintenance work)

Housekeeping

Cleaning of stadiums & public areas

Cleaning & sanitisation of food processing plants

Other:

Q4 - Was this work in NSW?

Yes

No

- If no which state:

If you have missing or incorrect employment details with other employers, please complete a separate sheet and provide these same details and attach it to this form.

PART 4 - PROOF OF EMPLOYMENT (without proof of employment no further action will be taken)

Have you attached proof of employment? Yes

Proof of your employment may include:

- PAYG Payment Summary/s (a Notice of Assessment is not acceptable)
- Letter from the employer/s confirming the exact dates of employment, type of cleaning work you did and the wages you were paid
- Documentation from a superannuation scheme showing records of contributions for the period/s concerned
- Payslip/s covering the period/s of missing service
- Employment Separation Certificate issued by the employer/s
- MyGov Income Statement (for employers using Single Touch Payroll)

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

PART 5 - I HAVE BEEN UNABLE TO WORK AND/OR RECORD SERVICE FOR THE FOLLOWING REASONS:

- Working interstate in the cleaning industry
(If you worked in ACT, QLD or VIC, please provide a copy of your latest annual statement. If you worked in another state or territory, please provide a letter from your employer confirming your interstate work.)
- Injured or ill
- Performing voluntary cleaning work in NSW due to a declared emergency
- Performing light duties (not cleaning work) as part of a rehabilitation program
- Training course recognised by the Corporation to improved employment prospects in the cleaning industry
- Impacted by my employer being insolvent, under administration (bankrupt) or had an external administrator appointed due to voluntary administration, liquidation or receivership
- Pregnant
- Not able to work due to a family member suffering from a serious injury or illness or died
- Receiving a carer's payment from Centrelink
- Performing cleaning work for a government or council under an arrangement that did not provide for long service benefits

Dates you were unable to record service: From

D	
M	
Y	

 To

D	
M	
Y	

PART 6 - I HAVE MORE THAN ONE REGISTRATION NUMBER IN NSW

As well as the number you have provided in PART 1, please provide any additional NSW worker registration numbers:

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W									
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W									
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PART 7 - DECLARATION

I declare that the information I have given in this Record Update form and in 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 101(a) of the *Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010*.

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