



# Long Service Corporation

## Part 3 - Employer details

**Note:** If you are missing service from more than one employer, **complete Part 3, 4, 5 and 6** for each employer.

Business/Company name

ABN number

Employer's address

Suburb

State

Postcode

Employer's phone

Employer's mobile

Employer's email

Contact person

Is the employer still in business?  Yes  No - ceased trading date (if known):   Not sure

## Part 4 - Missing service or incorrect employment details

\*Period employed from:

\*to:

\*Gross ordinary wages!:

!The amount of wages paid/payable to a person during the period (including the shift penalties but excluding overtime, meal allowances, protective clothing, materials or equipment).

Site address where you performed your work

Did you work outside NSW or on Commonwealth land for the requested period?  Yes - provide details below

Dates

Location

\*I authorise LSC to provide my name to my employer during investigation into my missing service.

Yes  No

## Part 5 - Type of cleaning work performed

Mopping

Vacuuming

Dusting

Sweeping

Carpet cleaning

High pressure cleaning of pavers, walkways and buildings

Other - provide details below

Window and gutter cleaning

Graffiti removal

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

Housekeeping

Cleaning of stadiums and public areas

Cleaning and sanitisation of food processing plants

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## Part 6 - Proof of employment (without proof of employment no further action will be taken)

The only acceptable proof of employment for a working director and family members is individual tax returns from the Australian Tax Office.

Have you attached proof of employment?  Yes  No - don't return this form

Proof of your employment may include:

- Individual tax returns** (check your myGov account)
- Letter from the employer** (confirming the employers ABN, exact dates of employment, type of cleaning work you did and the wages you were paid for each financial year)
- Payslip** (showing each month and includes the employers ABN, wages paid and dates of employment)
- Employment Separation Certificate** (issued by the employer for the current financial year)

**Note:** Cross out your tax file number when providing proof of employment.

## Part 7 - Declaration

I declare the information I have given in this application 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 101(a) of the Contract Cleaning Industry (Portable Long Service Leave Scheme) Act 2010.

Given name

Family/surname

Signature of authorised person

Date

  

## Return

Scan and email to [info@longservice.nsw.gov.au](mailto:info@longservice.nsw.gov.au) or post to Locked Bag 3000, Central Coast MC NSW 2252