

Contract Cleaning Industry

WORKER REGISTRATION, SERVICE CREDITS AND MISSING SERVICE APPLICATION

Information

Complete this form if:

- You're not registered as a worker with the Long Service Corporation (LSC) and have performed contract cleaning work in NSW, or
- You're registered as a worker and have performed contract cleaning work in NSW that is missing from your record.

If the missing work was performed in another state or territory other than NSW, you'll need to contact the relevant state scheme. For more information visit <https://www.ausleave.com.au>

Note: The contract cleaning scheme started on 1 July 2011, and missing service in the industry can only be advised for periods after this date.

Work on Commonwealth places

As Commonwealth places fall under the jurisdiction of the Commonwealth Government, work conducted on Commonwealth places cannot be credited under the NSW [Contract Cleaning Industry \(Portable Long Service Leave Scheme\) Act 2010](#), administered by LSC, and we are working with the Commonwealth Government to resolve this. For further information see [Commonwealth places](#).

Part 1 - Registration

Are you registered with the scheme? ☐ Yes ☐ No

If yes - provide your worker registration number:

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Part 2 - Worker details

Given name

Family/surname

Date of birth

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Address

Suburb

State

Postcode

Phone

Mobile

Email

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

- | | |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <input type="checkbox"/> Mopping | <input type="checkbox"/> Window and gutter cleaning |
| <input type="checkbox"/> Vacuuming | <input type="checkbox"/> Graffiti removal |
| <input type="checkbox"/> Dusting | <input type="checkbox"/> Swimming pool cleaning (not repair and/or maintenance work) |
| <input type="checkbox"/> Sweeping | <input type="checkbox"/> Housekeeping |
| <input type="checkbox"/> Carpet cleaning | <input type="checkbox"/> Cleaning of stadiums and public areas |
| <input type="checkbox"/> High pressure cleaning of pavers, walkways and buildings | <input type="checkbox"/> Cleaning and sanitisation of food processing plants |
| <input type="checkbox"/> Other - provide details below | |

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 or post to Locked Bag 3000, Central Coast MC NSW 2252