

i ARE YOU MISSING WORK?

Complete this form if:

- You are registered as a worker with the Long Service Corporation and are missing work you have performed as a contract cleaner in NSW from your record from 1 July 2011; **OR**
- You are not registered as a worker with the scheme and have performed work as a contract cleaner in NSW since 1 July 2011.

NOTE: The Contract Cleaning Scheme commenced on 1 July 2011 and missing service in the industry can only be advised for periods after this date.

PART 1 - REGISTRATION

Are you registered with the scheme? Yes No

If yes - provide your worker registration number:

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PART 2 - PERSONAL DETAILS

Given Name

Family Name

Date of Birth

D			M			Y					
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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 - MISSING OR INCORRECT EMPLOYMENT DETAILS

Employer's Name

ABN Number

ABN																			
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Employer's Address

Suburb/Town

State

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Postcode

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Employer's Phone

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Contact Person

Period employed from:

D			M			Y					
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to:

D			M			Y					
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Gross ordinary wages*

Is the employer still in business? Yes No Not sure

* 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).

I authorise Long Service Corporation to provide my name to my employer during investigations into my missing service.

Yes No



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



**CONTRACT CLEANING INDUSTRY
WORKER REGISTRATION/SERVICE CREDITS APPLICATION**

PART 4 - WHAT TYPE OF CLEANING WORK DID YOU PERFORM?

- Mopping
- Vacuuming
- Dusting
- Sweeping
- Carpet cleaning
- High pressure cleaning of pavers, walkways and buildings
- Window and gutter cleaning
- Graffiti removal
- Swimming pool cleaning (not repair &/or maintenance work)
- Housekeeping
- Cleaning of stadiums and public areas
- Cleaning and sanitisation of food processing plants

Other:

If you are missing service from more than one employer, complete **PART 3, 4 & 5** for each employer.

PART 5 - 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:

- 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

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

PART 6 - DECLARATION

I declare that the information I have given in this application 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			
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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