

# 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

A. Are you registered with the scheme?

☐ Yes ☐ No

B. If yes, provide your worker registration number:

W

## Part 2 – Worker details

Given name/s

Family name/surname

Date of birth

Address

Suburb

State

Postcode

Mobile

Phone

Email

## Part 3 – Employer details

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

Business/Company name

ABN

Employer address

Suburb

State

Postcode

Employer mobile

Employer phone

Employer email

Contact person

A. Is the employer still in business? ☐ Yes ☐ No ☐ Not sure

B. If no, provide the ceased trading date (if known):

## Part 4 – Missing service or incorrect employment details

A. \*Period employed from:

\*to:

B. \*Gross ordinary wages<sup>1</sup>:

<sup>1</sup>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).

C. Site address where you performed your work

D. Did you work outside NSW or on Commonwealth land for the requested period? ☐ Yes – provide details below:

Dates

Location

E. \*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

☐ Carpet cleaning

☐ Cleaning of stadiums and public areas

☐ Cleaning and sanitisation of food processing plants

☐ Dusting

☐ Graffiti removal

☐ High pressure cleaning of pavers/walkways/buildings

☐ Other – provide details below

☐ Housekeeping

☐ Mopping

☐ Sweeping

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

☐ Vacuuming

☐ Window and gutter cleaning

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

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

A. 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)
- ☐ **Payslips** (covering the entire period requested and include the employers ABN and wages paid)

## 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/s

Family name/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