



Portable long service leave

REQUEST TO INVESTIGATE UNREGISTERED SERVICE

Post PO Box 36644, Winnellie NT 0821
General Enquires 1300 795 855

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Facsimile (08) 8923 9318

Internet www.ntbuild.com.au
Office Telephone (08) 8923 9300

WORKER DETAILS - Please complete back of form if your contact details have changed since your last service statement

REGISTRATION NUMBER	WORKER NAME
<input type="text"/>	<input type="text"/>

DETAILS OF EMPLOYER 1 - You must include a Separation Certificate for each employer

EMPLOYER NAME	TRADE NAME (IF ANY)	
<input type="text"/>	<input type="text"/>	
EMPLOYER MAILING ADDRESS	SUBURB	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
TELEPHONE	FAX	MOBILE
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL ADDRESS		
<input type="text"/>		
CONTACT PERSON FOR ENQUIRIES	CONTACT PERSON'S POSITION WITH EMPLOYER (Manager, Payroll Officer etc)	
<input type="text"/>	<input type="text"/>	
1. HOW LONG WERE YOU EMPLOYED IN THE NORTHERN TERRITORY CONSTRUCTION INDUSTRY WITH THIS EMPLOYER (DD/MM/YYYY)		
From <input type="text"/>	To <input type="text"/>	
2. DESCRIBE THE TYPE OF WORK YOU PERFORMED (Electrician, Labourer etc)		
<input type="text"/>		
3. HOW MANY DAYS PER WEEK DID YOU WORK WITH THIS EMPLOYER?		
<input type="text"/> Days per week		
4. I WAS WORKING AS:		
<input type="checkbox"/> A Employee (on wages)	<input type="checkbox"/> A Labour Only Subcontractor (you worked under your own ABN)	
5. DID YOU SPEND MORE THAN 50% OF YOUR TIME ON A CONSTRUCTION SITE FOR THE WORK?		
<input type="checkbox"/> YES, I was based on a construction site for +50% of my time	<input type="checkbox"/> NO, I was based +50% of my time in a workshop or office	
OFFICE USE ONLY	APPROVED <input type="checkbox"/>	REFUSED <input type="checkbox"/>
	BY	DATE

DETAILS OF EMPLOYER 2 - You must include a Separation Certificate for each employer

EMPLOYER NAME	TRADE NAME (IF ANY)	
<input type="text"/>	<input type="text"/>	
EMPLOYER MAILING ADDRESS	SUBURB	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
TELEPHONE	FAX	MOBILE
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL ADDRESS		
<input type="text"/>		
CONTACT PERSON FOR ENQUIRIES	CONTACT PERSON'S POSITION WITH EMPLOYER (Manager, Payroll Officer etc)	
<input type="text"/>	<input type="text"/>	
1. HOW LONG WERE YOU EMPLOYED IN THE NORTHERN TERRITORY CONSTRUCTION INDUSTRY WITH THIS EMPLOYER (DD/MM/YYYY)		
From <input type="text"/>	To <input type="text"/>	
2. DESCRIBE THE TYPE OF WORK YOU PERFORMED (Electrician, Labourer etc)		
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3. HOW MANY DAYS PER WEEK DID YOU WORK WITH THIS EMPLOYER?		
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5. DID YOU SPEND MORE THAN 50% OF YOUR TIME ON A CONSTRUCTION SITE FOR THE WORK?		
<input type="checkbox"/> YES, I was based on a construction site for +50% of my time	<input type="checkbox"/> NO, I was based +50% of my time in a workshop or office	
OFFICE USE ONLY	APPROVED <input type="checkbox"/>	REFUSED <input type="checkbox"/>
	BY	DATE

