REQUEST TO INVESTIGATE UNREGISTERED SERVICE

NT BUILD
Portable long service leave

Post PO Box 36644, Winnellie NT 0821
General Enquires 1300 795 855
Email info@ntbuild.com.au
Facsimile (08) 8923 9318
Internet www.ntbuild.com.au
Office Telephone (08) 8923 9300

WORKER DETAILS

REGISTRATION NUMBER

WORKER NAME

MAILING ADDRESS

SUBURB

POSTCODE

TELEPHONE

FACSIMILE

MOBILE

EMAIL ADDRESS

DETAILS OF EMPLOYER - You must include a verification of employment letter

EMPLOYER NAME

TRADE NAME (IF ANY)

EMPLOYER MAILING ADDRESS

SUBURB

POSTCODE

TELEPHONE

FACSIMILE

MOBILE

EMAIL ADDRESS

CONTACT PERSON FOR ENQUIRIES

CONTACT PERSON'S POSITION WITH EMPLOYER (Manager, Payroll Officer etc)

1. HOW LONG WERE YOU EMPLOYED IN THE NORTHERN TERRITORY CONSTRUCTION INDUSTRY WITH THIS EMPLOYER (DD/MM/YYYY)

From

To

2. DESCRIBE THE TYPE OF WORK YOU PERFORMED (Electrician, Labourer etc)

3. HOW MANY DAYS PER WEEK DID YOU WORK WITH THIS EMPLOYER?

☐ Days per week

4. I WAS WORKING AS:

☐ A Employee (on wages)

☐ 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?

☐ YES, I was based on a construction site for +50% of my time

☐ NO, I was based +50% of my time in a workshop or office

OFFICE USE ONLY APPROVED ☐ REFUSED ☐ BY DATE

VERIFICATION OF EMPLOYMENT LETTER

I HAVE ATTACHED A VERIFICATION OF EMPLOYMENT LETTER ☐

You are required to attach a verification of employment letter from the nominated employer as proof of employment. Your form will not be accepted if you fail to provide the required documentation.

The verification of employment letter must include the following details on the employer's letterhead:

a. The date you started and the date you ceased with the employer (If you commenced and ceased with the employer on more than one occasion please list the dates separately to indicate the stop and restart periods)
b. The type of work you performed onsite e.g Labouring, electrical

DECLARATION

I declare the details on this form are true and correct to the best of my knowledge.

SIGNATURE

DATE (DD/MM/YYYY)