

REQUEST TO INVESTIGATE UNREGISTERED SERVICE

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WORKER DETAILS

REGISTRATION NUMBER	WORKER NAME			
<input type="text"/>	<input type="text"/>			
MAILING ADDRESS				
<input type="text"/>				
SUBURB				POSTCODE
<input type="text"/>				<input type="text"/>
TELEPHONE	FACSIMILE	MOBILE		
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
EMAIL ADDRESS				
<input type="text"/>				

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

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	FACSIMILE	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 _____

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 unless otherwise stated. Your form will not be accepted if you fail to provide the required documentation. If you are still employed with the nominated employer you are not required to provide the letter.

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

- 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)
- 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)