

REQUEST to INVESTIGATE UNRECORDED SERVICE

We can only investigate if the work was performed in Tasmania and your employment ended within the last ten years. If you would like to investigate service with multiple employers, you will need to complete one form per employer. Your application will not be processed if the form is not completed in full or supporting documentation is not attached.

TasBuild Worker Registration Number: M _ _ _ _ _	
Personal Details:	
First Name:	Surname:
Postal Address:	Postcode:
Email Address:	
Phone Number:	Date of Birth: / /
Employer Details:	
Employer Name:	
Employer Address:	Postcode:
Contact person who can verify your employment (eg. owner of business, payroll, supervisor)	
Contact Name:	Position:
Email:	Phone Number:
Employment Details:	
Are you currently employed by this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Start date of employment ____/____/____ End date of employment (if applicable) ____/____/____	
Has this employer recorded any service for your period of employment? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Employment Type: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Casual <input type="checkbox"/> Other _____	
What was your classification/occupation?	

Please provide a description of the type of work you performed including whether the work was on-site, in a workshop, or in a factory, and the type of building and structures you worked on. Include reference to particular projects and note any changes to your work performed during your period of employment.

Supporting Documentation:

In order for us to investigate, you must supply supporting documentation. Please provide copies, as originals cannot be returned.

Category A

You must supply at least one of the below documents for each financial year you were employed. Payslips are preferred and will assist in progressing your investigation.

- Payslips (if possible, the last payslip issued on each financial year)
- PAYG Payment Summaries (one for each financial year)
- Tax Returns with income from the employer highlighted (one for each financial year)
- Superannuation Statements with the contributions from the employer highlighted (for the whole period of employment)

Category B

Please supply as many of the below documents as possible.

- Job Description or other document from your employer detailing your classification/occupation or duties performed
- Employment Contract or Job Offer
- Apprenticeship Training Contract
- Timesheets, Job Sheets or Work Diary detailing jobs and duties performed
- Separation Certificate

Declaration:

I authorise TasBuild to follow this service up on my behalf and certify that all information provided is true and correct and I have attached all documentation required for this request.

Signature

Date