



Request to Investigate Unregistered Service

This form may be completed electronically or by hand

Please read and complete this form carefully. We can only investigate if the work was performed in South Australia and your employment ended within the last five years. If you would like to investigate service with multiple employers, you will need to complete one form per employer. Your application will be returned unprocessed if the form is not completed in full or supporting documentation is not attached.

Personal Details

Worker Registration _____ First Names _____ Surname _____
Date of Birth ____/____/____ Home Phone _____ Mobile _____
Postal Address _____ Post Code _____
Email Address _____

Employer Details

Business Name _____
Mailing Address _____ Post Code _____
Business Telephone _____ Business Email _____
Contact Person who can verify your employment (eg owner of business, payroll, supervisor) _____
Contact Position _____ Contact Telephone _____
Contact Email _____

Employment Details

Are you currently employed by this business? ☐ Yes ☐ No
Start date of employment ____/____/____ End date of employment (if applicable) ____/____/____
Has this employer registered any of your period of employment? ☐ Yes ☐ No
Start date of unregistered service ____/____/____ End date of unregistered service ____/____/____ (If applicable)
How were you employed? ☐ Full time ☐ Part Time ☐ Casual ☐ Other (please describe) _____

Documentation

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

☒ Please tick the documents supplied

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 in each financial year)
- ☐ PAYG Payment Summaries (one for each financial year) *If you cannot locate your PAYG Payment Summaries (sometimes referred to as Group Certificates) you may be able to obtain these from the Australian Taxation Office.*
- ☐ Tax Returns with income from the employer highlighted (one for each financial year)
- ☐ Bank Statements with the net payment from the employer highlighted (for the whole period of employment)
- ☐ 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/work diary detailing jobs and duties performed
- ☐ Separation Certificate



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Declaration of work performed

What was your classification /occupation? _____

Where did you perform your work? ☐ On-site (industrial, commercial or residential) ☐ In a workshop ☐ In a factory
☐ On-site and in a workshop ☐ On-site and in a factory

Please provide a detailed description of the construction work you did including the type of buildings or structures you worked on. Include reference to particular projects and note any changes to your work performed during your period of employment.

Declaration

I certify that all information provided is true and correct and I have attached all documentation required for this request.

Name _____ Signature Date ____/____/____

The completed form with documentation attached can be emailed, faxed or posted using the details on the top of the form