



## THIS IS NOT AN APPLICATION FORM

### About this form

Important – Please read this information carefully before you complete your Employment verification. Once you have completed your Employment verification we strongly advise that you keep a copy for your records.

### Australian working conditions

#### Overseas workers – know your workplace rights

Pay rates and workplace conditions are set by Australian law. All people working in Australia, including those from overseas, have rights and protections at work. These cannot be taken away by contracts or agreements.

If you have questions about your pay and conditions while in Australia, you can contact the Fair Work Ombudsman for free help.

Visit [www.fairwork.gov.au](http://www.fairwork.gov.au) for information for visa holders and international students. This includes information in 27 languages. There is also a range of helpful videos, in many languages, about working in Australia at [www.youtube.com/fairworkgovau](http://www.youtube.com/fairworkgovau)

You can also contact the Fair Work Ombudsman by phone within Australia on 13 13 94 (Translating and Interpreting Service 13 14 50).

The *Fair Work Information Statement* which is available in 27 languages also provides important information, [www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement](http://www.fairwork.gov.au/employee-entitlements/national-employment-standards/fair-work-information-statement)

### What are your minimum rights and conditions at work?

#### Pay and minimum wage rate

Your minimum pay rate can come from an award, enterprise agreement or other registered agreement, or the national minimum wage. The national minimum wage is reviewed every year and may change. The current national minimum wage Fact sheet can be found at [www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages](http://www.fairwork.gov.au/how-we-will-help/templates-and-guides/fact-sheets/minimum-workplace-entitlements/minimum-wages)

Employees have to be paid the right pay rate for all hours they work, including time spent:

- training;
- in team meetings;
- opening and closing the business;
- doing a trial shift.

Casual employees also receive a casual loading of at least 25% on the base rate.

You can calculate your correct pay and entitlements using the 'Pay Calculator' at <https://calculate.fairwork.gov.au/findyouraward>

### What is not okay at work?

Every employee has protections at work. You should not be bullied or harassed and you should not be discriminated against. It is okay to ask your boss, the Fair Work Ombudsman or someone else about your pay and conditions.

You can find more information about discrimination, bullying, harassment and protections at work at [www.fairwork.gov.au/employee-entitlements/protections-at-work](http://www.fairwork.gov.au/employee-entitlements/protections-at-work)

### Helpful hints when you start working in Australia

Keep a diary of days and hours worked.

Keep copies or records of employment details, pay slips, agreements and superannuation and tax documents.

Remember there are always government contacts that can help you if you get stuck.

### Can you get into trouble for talking to the Fair Work Ombudsman?

No. Your employer can't treat you differently, terminate your employment or take away your entitlements for talking to the Fair Work Ombudsman.

### Can your employer cancel your visa?

No. Employers cannot cancel visas. Only the Department of Home Affairs (the Department) can grant, refuse or cancel visas.

### Who should use this form?

This form is for people who are, or were, holders of a Work and Holiday (subclass 462) visa in Australia and who wish to apply for a second Work and Holiday visa.

This form is to record details of employment in a specified field or industry in northern Australia.

Other evidence of specified work may include original or certified copies of pay slips, group certificates, payment summaries, tax returns, employer references and an original Australian bank statement covering the period of declared specified work. Providing this evidence with this form will enable your application to be assessed more quickly.

The completed form should be attached to your second Work and Holiday visa application.

## Second Work and Holiday visa

To be eligible for a second Work and Holiday visa, the applicant must have undertaken work for a minimum of 3 months in a specified field or industry\* in a designated area of northern Australia\*\* on a first Work and Holiday visa.

Specified work is any type of work in the list below:

- **plant and animal cultivation**

- the harvesting and/or packing of fruit and vegetable crops
- pruning and trimming vines and trees  
**Note:** This must be the applicant's primary employment task and directly associated with the cultivation and commercial sale of plant produce, such as fruit and nut crops (commercial horticultural activities). General garden maintenance is not eligible.
- general maintenance crop work
- cultivating or propagating plants, fungi or their products or parts
- immediate processing of plant products
- maintaining animals for the purpose of selling them or their bodily produce, including natural increase  
**Note:** Maintaining animals for tourism or recreational purposes is not eligible.
- immediate processing of animal products including shearing, butchery, packing and tanning  
**Note:** Secondary processing of animal products, such as smallgoods processing and retail butchery is not eligible.
- manufacturing dairy produce from raw material.

- **fishing and pearling**

- conducting operations relating directly to taking or catching fish and other aquatic species
- conducting operations relating directly to taking or culturing pearls or pearl shell.

- **tree farming and felling**

- planting or tending trees in a plantation or forest that are intended to be felled
- felling trees in a plantation or forest
- transporting trees or parts of trees that were felled in a plantation or forest to the place where they are first to be milled or processed or from which they are to be transported to the place where they are to be milled or processed.

- **tourism and hospitality**

- work in a range of positions where the primary purpose is to directly provide a service to tourists, including tourist guides and operators, outdoor adventure or activity instructors, tourist transport services
- gallery or museum managers, curators or guides
- hospitality workers, including a range of positions in hotels or other accommodation facilities, restaurants, cafes, bars and casinos
- conference and event organisers.

**Note:** Eligible work undertaken in the tourism and hospitality industry must appear in the Department's list of tourism and hospitality occupations, which is based on Australian and New Zealand Standard Classification of Occupations (ANZSCO) codes. For the complete list of eligible tourism and hospitality occupations, see the Department's website

[www.homeaffairs.gov.au/trav/visa-1/462-](http://www.homeaffairs.gov.au/trav/visa-1/462-)

### Specified work must be:

- an activity listed above;
- the primary role / function / activity performed during your employment; and
- paid in accordance with Australian workplace law, with pay slips provided as evidence.

## Volunteer work and payslips

Volunteer work activities do not count towards eligibility for a second Work and Holiday visa, and cannot be claimed as specified work.

All specified work will need to have been paid in accordance with Australian workplace law. This will be checked when you apply. You will need to provide copies of your payslips with your application covering any specified work performed.

All Australian employers are legally obligated to provide employees with payslips for any work they undertake. Payslips cannot be withheld by an employer. Employers who do so are breaking Australian law.

## Eligible northern Australia

| Defined areas  | Postcodes  |
|--|--|
| <b>Northern Territory</b>  | Entire Territory   |
| <b>Queensland</b><br>(all areas north of the Tropic of Capricorn)        | 4472<br>4478<br>4481 to 4482<br>4680<br>4694 to 4695<br>4697<br>4699 to 4707<br>4709 to 4714<br>4720 to 4728<br>4730 to 4733<br>4735 to 4746<br>4750 to 4751<br>4753 to 4754<br>4756 to 4757<br>4798 to 4800<br>4801 to 4812<br>4814 to 4825<br>4828 to 4830<br>4849 to 4850<br>4852<br>4854 to 4856<br>4858 to 4861<br>4865<br>4868 to 4888<br>4890 to 4892<br>4895 |
| <b>Western Australia</b><br>(all areas north of the Tropic of Capricorn) | 0872<br>6537<br>6642<br>6646<br>6701<br>6705<br>6707<br>6710 to 6714<br>6716<br>6718<br>6720 to 6722<br>6725 to 6726<br>6728<br>6740<br>6743<br>6751<br>6753 to 6754<br>6758<br>6760<br>6762<br>6765<br>6770   |

\* For further information please see 'Specified work' [www.homeaffairs.gov.au/trav/visa-1/462-](http://www.homeaffairs.gov.au/trav/visa-1/462-)

\*\* 'Northern Australia' is restricted to areas within the postcodes listed in the table above.

## Important information about privacy

Your personal information is protected by law, including the *Privacy Act 1988*. Important information about the collection, use and disclosure (to other agencies and third parties, including overseas entities) of your personal information, including sensitive information, is contained in form 1442i *Privacy notice*. Form 1442i is available from the Department's website [www.homeaffairs.gov.au/allforms](http://www.homeaffairs.gov.au/allforms) or offices of the Department. You should ensure that you read and understand form 1442i before completing this form.

*Home page* **[www.homeaffairs.gov.au](http://www.homeaffairs.gov.au)**

*General enquiry line* Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.

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# Work and Holiday visa: Employment verification

Please open this form using Adobe Acrobat Reader.  
Either type (in English) in the fields provided or print this form and complete it (in English) using a pen and BLOCK LETTERS.

## Your personal details

**1** Your full name as it appears on your passport

**2** Other names you are known by, if any (including aliases, previous married names, names other than on your passport)

**3** Your date of birth 

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| /   | /     |      |

**4** Your passport number

## Your employment details

**5** Details of employment in specified industries in northern Australia  
You must keep a record of all dates worked.  
If you have worked for the same employer on more than one occasion, you should record each period of employment separately or attach a separate document containing these details.  
If you have more employer details than will fit in the spaces below, attach a separate document containing these details.  
**You should attach evidence of your specified work** (see page 2). This will allow your application to be assessed more quickly.  
**You must attach payslips for all specified work.**  
*I confirm the following work has been undertaken*

**A** Employee's full name  Industry worked in  Job title

Description of duties

Start date 

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| /   | /     |      |

 End date 

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| /   | /     |      |

 Actual number of days worked  Postcode where work was completed

Business name and address  Employer's full name

Postcode  Employer's ABN  Employer's telephone number

Name of contact for work verification (eg. payroll officer/direct supervisor)  Email address (if available)  Contact person's telephone number

@

**B** Employee's full name  Industry worked in  Job title

Description of duties

Start date 

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| /   | /     |      |

 End date 

|     |       |      |
|-----|-------|------|
| Day | Month | Year |
| /   | /     |      |

 Actual number of days worked  Postcode where work was completed

Business name and address  Employer's full name

Postcode  Employer's ABN  Employer's telephone number

Name of contact for work verification (eg. payroll officer/direct supervisor)  Email address (if available)  Contact person's telephone number

@

**C** Employee's full name  Industry worked in  Job title

Description of duties

Start date  /  /  End date  /  /  Actual number of days worked  Postcode where work was completed

Business name and address  Employer's full name

Employer's ABN  Employer's telephone number

Postcode

Name of contact for work verification (eg. payroll officer/direct supervisor)  Email address (if available)  Contact person's telephone number

@

**D** Employee's full name  Industry worked in  Job title

Description of duties

Start date  /  /  End date  /  /  Actual number of days worked  Postcode where work was completed

Business name and address  Employer's full name

Employer's ABN  Employer's telephone number

Postcode

Name of contact for work verification (eg. payroll officer/direct supervisor)  Email address (if available)  Contact person's telephone number

@

### Your contact details

**6** Your email address

**7** Current residential address  
(If applying in Australia, please give your current address in Australia)  
**Note:** A post office box address is not acceptable as a residential address. Failure to give a residential address will result in your application being invalid.

Postcode

**8** Address for correspondence  
(This may be required by the Department to communicate with you about your application. If the same as your residential address, write 'AS ABOVE')

Postcode

**9** Your telephone numbers

Mobile

Country code Area code Number

Office hours  ( ) ( )

After hours  ( ) ( )

### Your declaration

**WARNING:** Giving false or misleading information is a serious offence.

**10** I declare that the information I have supplied in this form is complete, correct and up-to-date in every detail.

**Your signature**

Date  /  /

We strongly advise that you keep a copy of your Employment verification and all attachments for your records.