

# Job Ready Program: Change of Details Form



This form is used to advise Trades Recognition Australia (TRA) of any changes to your personal details, such as your residential address, phone number, email address or nominated supervisor.

**Note** – do not use this form to advise of changes to your employer or place of employment. To do this please register your new employer using the “Add New Employer” link in the TRA Online Portal and upload a completed [Employment Verification Report](#).

Please fill in the relevant fields below electronically or by hand using PRINT or BLOCK letters. After completing the form, print, **sign** and scan the document. All signed forms need to be uploaded as a **PDF** through your account in the TRA Online Portal.

Confirmation of your signature against the one held on your file is required before your request can be processed. **If the request is not signed it will not be actioned.**

If you have not yet submitted supporting documentation with evidence of your signature, you will also need to provide a copy of your passport and/or driver’s licence with this form.

## SECTION 1: Personal Details of Job Ready Program (JRP) Participant

TRA Reference Number:	
Full Name:	
Date of Birth (DD/MM/YYYY):	
Email Address:	
Residential Address:	

## SECTION 2: Requested Changes

Changes to Supervisor – please provide details below

Business Trading Name:	
New Supervisor Name:	
Title/role in the business:	
Contact phone number(s):	
Email Address:	

Other Changes – please provide details in the text box below

## SECTION 3: Signature

- Where relevant (as per above), I have also attached a copy of my signed photographic identification (passport biographical identification page and/or driver’s licence).

Signature of JRP applicant

Date (DD/MMYYYY)