



Employment Confirmation Form (ECF) after 6 Months of Employment

This form is to be completed **after** 6 months full-time (part-time equivalent) employment. This form must be completed and uploaded to your [TRA Online Portal](#).

Section One: Participant Details

Trades Recognition Australia (TRA)

Number

Full Name

Section Two: Employment History

Employer 1 Details

Registered Business Trading Name

Current Business Trading

Location/Address

Australian Business Number (ABN)

Are a Sub-Contractor?

☐ Yes ☐ No

If **Yes**, what is your ABN?

Employment Start Date

Are you still working with this employer?

☐ Yes ☐ No

If **No**, what was your End Date?

Hours Worked with Employer 1

What are your average hours worked per week?

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Did your hours vary over the last 6 months?

☐ Yes ☐ No

If **Yes**, please provide dates of when hours changed?

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Did you take leave (Paid or Unpaid) whilst working with this employer?

☐ Yes ☐ No

If **Yes**, how many days/weeks in total?

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Additional Employers

Have you had any additional employers during your JRP application?

☐ **Yes**

Please complete the information for each additional employer below

☐ **No**

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Employer 2 Details

Registered Business Trading Name

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Current Business Trading

Location/Address

Australian Business Number (ABN)

Are a Sub-Contractor?

☐ Yes

☐ No

If **Yes**, what is your ABN?

Employment Start Date

Are you still working with this employer?

☐ Yes

☐ No

If **No**, what was your End Date?

Hours Worked with Employer 2

What are your average hours worked per week?

Did your hours vary over the last 6 months?

☐ Yes

☐ No

If **Yes**, please provide dates of when hours changed?

Did you take leave (Paid or Unpaid) whilst working with this employer?

☐ Yes

☐ No

If **Yes**, how many days/weeks in total?

Employer 3 Details

Registered Business Trading Name

Current Business Trading

Location/Address

Australian Business Number (ABN)

Are a Sub-Contractor?

☐ Yes

☐ No

If **Yes**, what is your ABN?

Employment Start Date

Are you still working with this employer?

☐ Yes

☐ No

If **No**, what was your End Date?

Hours Worked with Employer 3

What are your average hours worked per week?

Did your hours vary over the last 6 months?

☐ Yes

☐ No

If **Yes**, please provide dates of when hours changed?



Did you take leave (Paid or Unpaid) whilst working with this employer? ☐ Yes ☐ No

If **Yes**, how many days/weeks in total?

Employer 4 Details

Registered Business Trading Name

Current Business Trading

Location/Address

Australian Business Number (ABN)

Are a Sub-Contractor?

☐ Yes ☐ No

If **Yes**, what is your ABN?

Employment Start Date

Are you still working with this employer?

☐ Yes ☐ No

If **No**, what was your End Date?

Hours Worked with Employer 4

What are your average hours worked per week?

Did your hours vary over the last 6 months?

☐ Yes ☐ No

If **Yes**, please provide dates of when hours changed?

Did you take leave (Paid or Unpaid) whilst working with this employer?

☐ Yes ☐ No

If **Yes**, how many days/weeks in total?

Employer 5 Details

Registered Business Trading Name

Current Business Trading

Location/Address

Australian Business Number (ABN)

Are a Sub-Contractor?

☐ Yes ☐ No

If **Yes**, what is your ABN?

Employment Start Date



Are you still working with this employer? ☐ Yes ☐ No

If **No**, what was your End Date?

Hours Worked with Employer 5

What are your average hours worked per week?

Did your hours vary over the last 6 months? ☐ Yes ☐ No

If **Yes**, please provide dates of when hours changed?

Did you take leave (Paid or Unpaid) whilst working with this employer? ☐ Yes ☐ No

If **Yes**, how many days/weeks in total?

Section Three: Declaration

NOTE: Penalties apply under the Crimes Act 1914 and the Criminal Code Act 1995 may apply for making false or misleading statements and/or providing false or misleading information and/or documents. TRA may access independent sources such as the Australian Taxation Office to validate employment and may request additional information. TRA may undertake further investigation and/or immediately revoke an outcome if it is later found to be based on false or misleading documents or information. This may include a mandatory reassessment of your evidence, experience, and skills.

☐ I confirm that the information I have provided in this form is true and correct.

☐ I have uploaded the requested pay evidence for my current employment on the TRA Portal.

Participant Signature	Date Signed (dd/mm/yyyy)

Processing of the supplied documents can take up to 8 weeks. We may ask you for further information during this time which may delay your progress through the Job Ready Program.

If you have any questions, please refer to the Frequently Asked Questions page on the Job Ready Program website.

If you have any questions regarding your VISA status, please contact The Department of Home Affairs.