

## Job Ready Program: Change of Details Form

This form is used to advise TRA of any changes to your personal details, such as your residential address, phone number or email address. If you have changed employers you need to complete a new Employment Registration Form via your online portal account.

Please fill in ALL the fields below.

After completing the form, print, **sign** and scan the document. Signed forms need to be emailed as a PDF to [jrpenquiries@education.gov.au](mailto:jrpenquiries@education.gov.au).

Confirmation of the signature provided, against the one held on your file, is required before the 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 JRP Applicant

TRA Reference Number

Full Name

Date of Birth (DD/MM/YYYY)

Email Address

Residential Address

### SECTION 2: Requested Changes

**Details:**

### 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/MM/YYYY)