



Job Ready Program: Statement of Prior Employment Form

Job Ready Program (JRP) applicants can claim up to three (3) consecutive months of paid employment that was undertaken immediately prior to applying online for **Step 2 - Job Ready Employment (JRE)**.

To make a claim you must complete **Sections 1 - 4** of this Statement of Prior Employment Form.

SECTION 1: Personal Details

TRA Reference Number

First Name

Last name

Contact phone number/s

Email address

Residential address
Street number and name

Suburb/Town

State and Postcode

SECTION 2: Employment Details

Your Job Title

Name of Business/Employer

Employer's Australian Business Number (ABN)

Address of Business
Street number and name

Suburb/Town

State and Postcode

Name of supervisor

Contact phone number/s

Email address

SECTION 3: Prior Employment Claim Period

The employment period will only be considered if it:

- was completed in the three (3) months immediately prior to your JRE online submission date
- was after you completed an Australian qualification relevant to your nominated occupation
- was not used to meet the work requirements for Step 1: Provisional Skills Assessment
- was with the employer nominated in the first *Employment Registration Form* you registered with TRA (applicable when you have more than one employer)

If your claim is approved, you will be advised of your new JRE Start Date.

Please enter the period of prior employment you wish to claim in the boxes below:

From

DD/ Month/ YYYY

To

DD/ Month/ YYYY

Evidence required to support your claim

You must provide acceptable pay evidence, as outlined in the table below, to support the period of prior employment being claimed.

Working as an Employee	Working as a Sub-contractors (Construction trades only)
<p>Copies of pay slips showing a minimum of:</p> <ul style="list-style-type: none">• Name of employee (your name)• Name of employer• Employer's ABN (if they have one)• Number of hours worked and hourly rate• Gross pay amount (before tax)• Dates of days worked <p>OR</p> <p>Copy of payroll printout from your employer showing a minimum of:</p> <ul style="list-style-type: none">• Name of employee (your name)• Name of employer• Employer's ABN (if they have one)• Dates of days worked• Number of hours worked• Gross pay amount (before tax) <p>PLUS</p> <p>Copies of bank statements showing the deposits for the above pay slips or payroll print out if requested.</p>	<p>Copies of invoices showing a minimum of:</p> <ul style="list-style-type: none">• Your subcontracting ABN• Dates of days worked• Number of hours billed• Total amount of hours billed• Business name and ABN of the other party to the subcontracting arrangements <p>PLUS</p> <p>Copies of bank statements which show the deposits for the above invoices. The statements must clearly identify that the deposits are from the other party to the subcontracting arrangements. The relevant deposits should be highlighted and the corresponding invoice number noted on the statement.</p>

SECTION 4: Journals

You are also required to provide a written a journal for each month of prior employment being claimed. For example, if you are claiming three (3) months of prior employment you will need to provide three (3) journal entries.

Each journal entry must include the following:

- dot point list of the tasks you did for the month. Your list must show you are doing a broad range of tasks expected of your occupation.

and

- a list of tools and equipment you used to perform your tasks

If your journal entries do not reflect you are doing a broad range of tasks, or are not provided in the correct format, it could result in your prior employment not being accepted.

Please write your journal/s entries in the boxes below. If there is not enough space on this form, you can supply additional pages. Any additional pages must be typed and **attached to this form**.

Journal 1

Dates:

Journal 2

Dates:

Journal 2 content area, currently blank.

Journal 3

Dates:

Signature of supervisor or employer

Date (DD/MM/YYYY)

SECTION 5: Declaration

I declare that (please tick):

- The information I have supplied on this form is true and correct.
- Pay evidence has been provided for the period claimed **(Section 3)**.
- My journal/s for the prior employment period claimed have been signed and dated by my supervisor or employer **(Section 4)**.
- I understand that giving false or misleading information is a serious offence, and that a person convicted of fraud in connection with an application for skills assessment may be subject to a range of penalties, including fines and imprisonment.

Signature of JRP applicant

Date (DD/MM/YYYY)

Where to send your application

The completed and signed form and documents supporting your prior employment claim are to be emailed **as two PDF attachments** to jrpdocuments@education.gov.au.

Please include your TRA reference number in the email subject line.