



Australian Government

Department of Home Affairs

Working Holiday visa: Employment verification

Form
1263

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 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

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

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

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

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 I 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 my employer cancel my 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 Working Holiday visa in Australia and who wish to apply for a second Working Holiday visa.

This form is to record details of employment in a specified field or industry in regional 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 retained and may be requested by the Department after you lodge your application electronically to verify your specified work. If lodging a paper application, please attach this form.

To be eligible for a second Working Holiday visa, the applicant must have undertaken work for a minimum of 3 months (88 days in total) in a specified field or industry* in a designated area of regional Australia**.

* For further information please see 'Specified work' www.homeaffairs.gov.au/trav/visa-1/417-

** 'Regional Australia' is restricted to areas within the postcodes listed in the table on page 3.

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 primary employment task and directly associated with the cultivation and commercial sale of plant produce, such as fruit and nut crops (commercial horticultural activity). 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 in an abattoir, 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.

• **mining:**

- coal mining;
- oil and gas extraction;
- metal ore mining;
- construction material mining;
- non-metallic mineral mining and quarrying;
- exploration;
- mining support services.

• **construction:**

- residential building construction;
- non-residential building construction;
- heavy and civil engineering construction;
- land development and site preparation services;
- building structure services;
- building installation services;
- building completion services;
- other construction services.

Specified work:

- must be an activity listed above.
- must be the primary role / function / activity performed during your employment.
- must be paid in accordance with Australian workplace law with pay slips provided as evidence.
- work undertaken in the mining and construction sectors must appear in the Australian and New Zealand Standard Industrial Classification (ANZSIC) division for these sectors to meet the specified work requirement.

For information regarding ANZSIC Mining Division and ANZSIC Construction Division see the Department's website www.homeaffairs.gov.au/trav/visa-1/417-

Volunteer work and pay slips

Commencing on 1 December 2015, volunteer work activities will no longer count towards eligibility for a second Working Holiday visa, and cannot be claimed as specified work.

All specified work performed from 1 December 2015 onwards 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 pay slips with your application covering any specified work performed from 1 December 2015 onwards.

All Australian employers are legally obligated to provide employees with pay slips for any work they undertake. Pay slips cannot be withheld by an employer – employers who do so are breaking Australian law.

What if I did volunteer work before 1 December 2015 but want to apply after this date?

Any volunteer work you performed prior to 1 December 2015 will still be eligible to claim as specified work, even if you apply after this date. The change, including the need to provide pay slips, only applies to work performed from 1 December 2015 onwards.

Eligible regional Australia postcodes

Regional areas	Postcodes
New South Wales (most areas except the greater Sydney area, Newcastle, the Central Coast and Wollongong)	2311 to 2312 2328 to 2411 2420 to 2490 2536 to 2551 2575 to 2594 2618 to 2739 2787 to 2899
Northern Territory	Entire Territory
Queensland (most areas except the greater Brisbane area and the Gold Coast)	4124 to 4125 4133 4211 4270 to 4272 4275 4280 4285 4287 4307 to 4499 4510 4512 4515 to 4519 4522 to 4899
South Australia	Entire State
Tasmania	Entire State
Victoria (most areas except the greater Melbourne area)	3139 3211 to 3334 3340 to 3424 3430 to 3649 3658 to 3749 3753 3756 3758 3762 3764 3778 to 3781 3783 3797 3799 3810 to 3909 3921 to 3925 3945 to 3974 3979 3981 to 3996
Western Australia (most areas except Perth and surrounding areas)	6041 to 6044 6055 to 6056 6069 6076 6083 to 6084 6111 6121 to 6126 6200 to 6799

Information about harvest work opportunities in regional Australia can be found at the Harvest Trail website at www.jobsearch.gov.au/job/search/harvest

Some vacancies on the Harvest Trail website may not be in the above eligible postcodes.

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/ 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

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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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

3 Your date of birth

DAY	MONTH	YEAR
/	/	/

4 Your passport number

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

Your employment details

5 Details of employment in specified industries in regional Australia
 You must keep a record of all dates worked. You will require this information when lodging your Working Holiday visa application electronically.
 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 pay slips for all specified work performed from 1 December 2015.
I confirm the following work has been undertaken

A 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

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 / / 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

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 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

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 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

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 on this form is complete, correct and up-to-date in every detail.

Your signature

Date DAY / MONTH / YEAR

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