



Job Ready Final Assessment (JRFA)

Employment Confirmation Form (ECF) 12 Months

This form is to assist the Job Ready Program (JRP) with assessing your application for JRFA. This form must be uploaded to your Trades Recognition Australia (TRA) Online Portal with **1 (one) payslip** from your current employer covering your expected JRFA Date.

Section One: Participant Details

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 you 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?

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?

Additional Employers

Have you had **any** additional employers during your JRP application?

Yes
 Please complete the information for each additional employer below

No
 Go to Page 4 - **Section Three: Declaration**



Employer 2 Details

Registered Business Trading Name

Current Business Trading Location/Address

Australian Business Number (ABN)

Are you 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 you 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 you 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 you 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)