

Section 3 - EMPLOYMENT DETAILS

Occupation _____

Date employment commenced

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Position within organisation _____

Last day at work

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Date of termination

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Last day for which employee will be paid

<i>Year</i>				<i>Month</i>		<i>Day</i>	

STATE REASON FOR UNEMPLOYMENT

COMPLETE ONLY IF EMPLOYEE WAS LAID OFF

Date of lay-off

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Expected date of re-employment

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Section 4 - OTHER DETAILS

Is the employee receiving or entitled to a pension from employer?

Yes No

If yes, give start date of pension

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Was holiday pay given to employee who was laid off?

Yes No

If holiday was given, state period:

From

<i>Year</i>				<i>Month</i>		<i>Day</i>	

To

<i>Year</i>				<i>Month</i>		<i>Day</i>	

Amount of holiday pay

<i>\$</i>				<i>¢</i>			

Was the employee dismissed because of his/her own misconduct?

Yes No

If yes, explain the misconduct that occurred.

Did the employee voluntarily leave your employment?

Yes No

Has the employee become unemployed because of stoppage of work attributable to a labour dispute at your workplace?

Yes No

If yes, state whether the employee is/was participating in a strike

Yes No

Give any other relevant details.

Section 5 - DECLARATION

I declare that the information given on this form is true to the best of my knowledge and belief.

Signature of Employer _____

Date Signed

<i>Year</i>				<i>Month</i>		<i>Day</i>	

WARNING: Any person who makes a false statement is punishable by a fine or term of imprisonment or both.