Statement of service form

Important information

This form must be completed and signed by the applicant's direct supervisor, manager, authorised human resources representative or business owner. The applicant must not complete the form.

Complete a separate form for each employer whose employment is being used to meet Queensland's work experience requirement.

Employer's business details

ABN:

Business name:

Trading name/s (if applicable):

Employer phone number:

Employer email address:

Employer website (if applicable):

Provide a short description about your company/business:

Business address:

Employee details

Employee name:

Position and occupation (e.g. Project Officer (civil engineering)):

Employment start date:

Employment end date (if applicable)

Is the position:

☐ Full-time ☐ Part-time ☐ Casual

Hours worked each week:

Employee's primary work address (including postcode):

Provide the address where the employee usually performs their work. Do not provide the employer's business address unless this is where the employee normally works. If the employee works across multiple locations, provide their primary work location or usual starting location.

Provide an outline of employment history, if there have been changes:

Position description and duties:

Please list the employee's principal duties, focusing on the work the employee regularly performs, not the employee's personal qualities or performance. Please enter approx. 40 words per numbered field.

1

2

3

4

5

Employer declaration

I declare that:

- I am authorised to provide this information on behalf of the employer;
- the information in this form is true and correct;
- the employment, hours, location and duties recorded in this form accurately reflect the employee's work; and
- Migration Queensland may contact me to verify the information provided.

Name of authorised signatory

Position

Signature (employer to sign, not applicant)

Date of signature (dd/mm/yyyy):

Phone:

Email:

Privacy statement

Migration Queensland (MQ) collects personal information to assess the Applicant's eligibility for Queensland Nomination. This includes details from the Statement of Service, which contains information about both the Applicant and the Employer.

Applicant information may be shared with other Queensland or Australian Government agencies to help assess the application or support settlement in Queensland.

Employer information may be used to invite participation in surveys about migration services and settlement support. These surveys are optional, and Employers can choose not to take part.

All personal information is handled in line with the Information Privacy Act 2009 (Qld). MQ takes steps to keep information accurate, secure, and only accessible to authorised staff. Information will not be shared with other parties unless required or allowed by law.

Interactive form

This is an interactive form. Once electronically completed please save (do not scan).