

Statement of Service Form

IMPORTANT INFORMATION

This form must be completed by the employer (not applicant).

This form is used to show that you meet the work experience in Queensland requirement. If you had more than one employer during the qualifying period, then each employer will need to fill out one of these forms.

Provide a short, 3–4 sentence description about your company/business:

EMPLOYER'S BUSINESS DETAILS

ABN:

How long has this business been operating?:

Business name:

Trading name/s (if applicable):

How long has the business been operating at the applicant's employment location?:

Parent name of business (if applicable):

Address where applicant is employed:

List other locations for this business:

Office phone number:

Email address:

Web address:

EMPLOYEE DETAILS

Employee name:

Position and occupation (eg Project Officer (civil engineering)):

Employment start date (dd/mm/yyyy):

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

Is the position:

Full-time

Part-time

Casual

Employment end date (if applicable):

List employee's key duties and any additional information to support your employee (4 dot points):

EMPLOYER DECLARATION

Employer to sign (not applicant).

Signature:

Date of signature (dd/mm/yyyy):

Name of person signing:

Position within business:

Signatory phone and 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. MQ may also contact Applicants for follow-up surveys to check they still meet program requirements. These surveys are compulsory, and not responding may affect the nomination and visa outcome.

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).