

PORTABLE LONG SERVICE AUTHORITY PRIOR SERVICE CLAIM FORM



PURPOSE OF THIS FORM

Use this form if you are a registered contract cleaning or security worker with the Portable Long Service Authority and want to claim prior service for the period **1 July 2018 to 30 June 2019**.

PART 1 - PERSONAL DETAILS

Worker ID

M

First name

Street address or PO Box

Suburb or town

State

Postcode

Phone

Mobile

Email

Registered industry

Contract cleaning

Security

PART 2 - EMPLOYMENT DETAILS: *Please list all employers you have prior service with, between 1 July 2018 and 30 June 2019.*

Employer

Trading name

Address

Phone

Mobile

Period of employment

From: To:

Work performed

Employment type:

Employee

Contractor

Apprentice

State where work was performed

Employer

Trading name

Address

Phone

Mobile

Period of employment

From: To:

Work performed

Employment type:

Employee

Contractor

Apprentice

State where work was performed

Employer

Trading name

Address

Phone

Mobile

Period of employment

From: To:

Work performed

Employment type:

Employee

Contractor

Apprentice

State where work was performed

PART 3 - PROOF OF EMPLOYMENT

Please attach:

- PAYG payment summaries for the periods of employment you are claiming prior service
- Last pay slip from the period (showing your hourly rate at the time)
- Employment Separation certificates if applicable
- Other (please detail):

PART 4 - DECLARATION BY WORKER

I declare that all the information given in this form is true and correct. I understand that giving false or misleading information is a serious offence.

Name

Signature

Date

RETURN

Please complete and return to:



Email to enquiries@plsa.vic.gov.au



Post to **Level 1, 56-60 King Street, Bendigo Vic 3550**

COLLECTION AND DISCLOSURE STATEMENT

The Portable Long Service Authority collects your personal and other information to determine eligibility for entitlements under the Long Service Benefits Portability Act 2018, including personal information such as name, address, date of birth, payroll data and history, and leave history. If you do not provide the information, the Authority may not be able to make decisions about your long service leave entitlements under the Act.

The Authority will only use and disclose your personal information to manage your long service leave entitlements under the Act and where it is otherwise required or permitted by law to do so. In some circumstances, the Authority is required or authorised by law to release information to other government agencies, law enforcement bodies or to prevent serious and imminent threat to an individual's life, health, safety or welfare. This could include the Australian Taxation Office, the Labour Hire and Licensing Authority, the Fair Work Ombudsman, the Victorian Work Cover Authority, Victoria Police, or your nominated banking institution.

The Authority seeks to protect your personal information from misuse, loss, unauthorised access, modification or disclosure and securely destroys or de-identifies personal information when it is no longer needed for any purpose. In circumstances where personal information is collected and stored by external organisations the Authority uses to deliver aspects of its functions, the Authority's contractual obligations require compliance with the same privacy and security standards.

You may obtain access to your personal information held by the Authority by contacting enquiries@plsa.vic.gov.au. For further information about how the Authority handles your personal information, please visit the Authority's Privacy Policy at <http://www.plsa.vic.gov.au>.