

# Self Employed Declaration Form

Student Details			
Surname		First Name	
Student ID		Work Title/Business	
Self Employed Declaration Form			
4-week assessment period starting on:			
4-week assessment period ending on:			
Week	Pay Period End Date	Gross Earnings	Hours Worked
1			
2			
3			
4			
<p>I declare that the above information is <b>true and correct</b> to the best of my knowledge</p> <p>To support this declaration I have included one or more types of the following acceptable supporting documentation:</p> <ul style="list-style-type: none"><li>○ <b>Client Invoices</b><ul style="list-style-type: none"><li>○ Invoices you sent to clients for work done during the 4-week period.</li></ul></li><li>○ <b>Billing Information</b><ul style="list-style-type: none"><li>○ Records showing payments received for services you provided.</li></ul></li><li>○ <b>Sole Trader Timesheets</b><ul style="list-style-type: none"><li>○ A log of hours worked, including dates and tasks completed.</li></ul></li></ul> <p>I understand this information will be used to assess my eligibility for a government financial support program.</p>			

Signed Declaration	
Signature	
Date	

# Self Employed Declaration Form

## How to complete this form

This form is used to confirm employment details to support your **Commonwealth Prac Payment (CPP)** application.  
Please follow the steps below carefully.

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### Calculate the 4-Week Assessment Period

You must calculate the 4-week assessment period based on the earlier of:

- your application **submission date** or
- your **prac start date**

If the assessment period is based on application **submission date**:

- 4-week assessment period ending on = the date you intend to submit your application\*
- 4-week assessment period starting on = 4 weeks prior to the end date

If the assessment period is based on **prac start date**:

- 4-week assessment period ending on = prac start date\*
- 4-week assessment period starting on = 4 weeks prior to the end date

\*If you invoice fortnightly, or monthly, your 4-week assessment period end date should be adjusted based on the end of the most recent pay period.

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### Tips for Success

- Make sure all fields are typed or clearly written.
- Do **not submit photos** of handwritten forms – submit as PDF.