

Employer Confirmation Form

Student Details - to be completed by student

Surname		Given name	
Student ID		Position/Work Title	

Employer Declaration

I confirm that the student named above is employed with our organisation and that their employment included the following period:

Four-week assessment period starting on:

Four-week assessment period ending on:

During this period, the student:

- ☒ Worked an average of **more than 15 hours per week**, and
- ☒ Earned an average **gross (pre-tax) income of no more than \$1,500 per week**

I declare that the above information is **true and correct** to the best of my knowledge and can be supported by official payroll or HR records upon request.

I understand this information will be used to assess the student's eligibility for a government financial support program.

Employer Details

Employer Name	
Position/Title	
Email Address	
Contact Phone	
Signature	
Date	

Employer Confirmation Form

How to complete this form (Student Instructions)

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

Complete Your Section

Fill in the **Student Details** at the top of the form:

- Your **Surname**
 - Your **Given name**
 - Your **Student ID**
 - Your **Position or Job Title**
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Calculate the 4-Week Assessment Period

You must calculate the **4-week employment period** based on your **application submission date**.

Use this rule:

- **Four-week assessment period starting on:**
 - The date **4 weeks before** your application submission date
 - **Four-week assessment period ending on:**
 - The **date you plan to submit your application**
- We recommend completing the form on the same day you submit your application.*

Example:

If you're submitting your application on **30 August 2025**:

- **Start date = 1 August 2025**
 - **End date = 29 August 2025**
- Use a calendar or on-line calculator to work out the dates correctly.
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Step 4: Provide the Form to Your Employer

Give the form to your employer or supervisor to:

- Confirm your employment during the 4-week period
 - Fill in their details, sign, and date the form
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Tips for Success

- Make sure all fields are typed or clearly written.
- Do **not submit photos** of handwritten forms – always submit the PDF.
- Forms missing employer signature, dates, or incorrect time periods **will delay your application**.