

# 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 \$1,536.37 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**

### 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.*

### 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

### 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.**