

Employer Confirmation Form



Student Details - to be completed by student

Surname		Given name	
Student ID		Position/Work Title	
<input checked="" type="checkbox"/> I give consent for Edith Cowan University to contact my employer directly using the details provided to verify my employment dates, hours worked and income. I understand that incorrect dates or information may delay assessment or result in my application being unable to be processed.			

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: <input checked="" type="checkbox"/> Worked an average of more than 15 hours per week , and <input checked="" type="checkbox"/> Earned an average gross (pre-tax) income of no more than \$1,536.37 per week	
I acknowledge that by completing this form, I authorise Edith Cowan University to contact me using the details provided to verify the information supplied, including confirming the student's employment dates, paid hours and income as recorded in payroll or HR systems. I understand that failure to verify these details may result in the student's application being unable to be assessed.	

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.

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**.