

Employer Confirmation Form



Student Details			
Surname		Given Name	
Student ID		Position/Job 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 providing incorrect or incomplete 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	

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How to complete this form

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 provide evidence covering one continuous 4-week period.

This period must be either:

- The 4 weeks immediately before your placement begins, or
- The 4 weeks immediately before you submit your CPP application
→ Whichever of these occurs first

Enter the **start and end dates** of this 4-week period on the front of this form.

Example:

- Placement start date: **31 August 2026**
- Intended application submission date: **20 August 2026**

The earlier option applies, so your 4-week period is:

- Four-week assessment period starting on: **23 July 2026**
- Four-week assessment period ending on: **19 August 2026**

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 an employer signature, dates, or with incorrect time periods will delay your application.