

MAKE YOUR EMPLOYMENT COUNT

For a number of Australian visa applications, evidence of your previous employment is required to prove that you have a certain skill level or are entitled to employment points (GSM).

Employment is usually only considered acceptable where it is:

- Paid
- Relevant to the relevant occupation
- For a minimum number of hours per week (this varies depending on the process / visa)

To evidence your employment, we recommend providing the following:

1. Employment References

Employment references must contain sufficient information for the assessing officer to determine whether or not you worked in the claimed occupation for the claimed period. References should:

- be printed on official letterhead of the company or organization, indicating clearly all contact details of the company including full address, telephone, fax
- provide background paragraph about the company's operations, structure, products and services as relevant to your role: set the scene!
- indicate the exact period of employment
- state all positions held and for what periods

- state whether employment was full or part time
- list at least five main duties in each position held and provide an explanation of how those duties were undertaken
- have the name and position of the authorised referee below that person's signature with their direct telephone number and email contact

2. **Organisation Chart**

The chart should indicate your position within the organisation and your upward and downward reporting relationships.

3. **Pay Slips**

Provide pay slips for all periods in which paid employment is claimed. At least the first, mid and final payslips for each workplace are required.

For part time employment, the pay slip must indicate the number of hours worked for the period.

4. **Bank Statements**

Bank statements indicating that the pay has been deposited into the bank account, either directly by employer or through cheque deposit, must be provided for the period claimed.

5. **Taxation Documents**

Group Certificates, or similar taxation documents, should be provided where available, if it indicates the name of the employer, employee and period of employment.

The Department of Home Affairs and assessing bodies will conduct verification checks on all claimed employment. This may include telephone calls to the referee and unannounced site visits.

Providing **insufficient information and documents will cause significant delays** in the processing of your application, or may result in a rejection of your claim.

Providing false or misleading information or documentation will also lead to the refusal of an application and may result in criminal proceedings.

It is therefore essential to gather appropriate and sufficient evidence of your employment to support your visa application.

Looking for advice, guidance and assistance in analysing your employment and preparing compelling evidence?

At Aspire Australia, we take the pain out of the paperwork and guide you through the process, from start to finish.

We will create and deliver your personalised **MAP: Migration Action Plan** to achieve the outcome that you need.

Contact us today to make an appointment.

e: visas@aspireaustralia.com.au

t: +61 2 9956 6011

w: www.aspireaustralia.com.au