

Employer wage subsidy – Application form

Please submit the signed and completed form and supporting documentation to the North Stradbroke Island Workers Assistance Scheme email (nsi.was@treasury.qld.gov.au).

Eligibility requirements

- Employee must be employed on a permanent basis (part time or full time). Subsidy will not be paid for employment of less than 20 hours per week or for casual employment. Full time employment is at least 35 hours per week, averaged over a four-week cycle. Part time employment is at least 20 hours per week, averaged over a four-week cycle.
- Permanent full time employees will be eligible for the total subsidy amount (\$4,000). Permanent part time employees will be eligible for 75% of the total subsidy amount (\$3,000).
- Subsidy is provided once the affected worker has been employed on a permanent basis for six months continuously.
- Australian and State Government employers are excluded from receiving the subsidy. Local Government employers [in South East Queensland only] are eligible for the employer subsidy. The employer wage subsidy is not available for affected workers employed in a job on contract with a third party, such as a labour hire company or group training organisation.
- The subsidy is only available for jobs based in Queensland.

Evidence requirements

Employer

- A copy of the employer's ABN Certificate is required.
- All registered businesses will have received an ABN Certificate at the time of registering the business. A copy of the certificate can be requested from the Australian Business Register at the Australian Business Register website: <https://abr.gov.au/Contact-us/Contact-the-ABR/>

Employee

- A copy of an acceptable identification document for the employee must be provided.
- Acceptable identification documents are: a current Australian drivers licence, a current adult proof of age card (e.g. 18+ Card), birth certificate, citizenship certificate, or current passport.

Employment

- A payslip for the employee from the commencement of the 6-month period, and a payslip for each month over the 6-month period including one covering the conclusion of the 6-month point must be provided.
- Payslips must meet the minimum requirements as set out by Fair Work Australia under the *Fair Work Act 2009* and *Fair Work Regulations 2009*. See: <https://www.fairwork.gov.au/pay/pay-slips-and-record-keeping/pay-slips>.

Witness

- The application form must be witnessed by a Justice of the Peace or Commissioner for Declarations.

Application process

- Completed applications and supporting documentation must be submitted by email: nsi.was@treasury.qld.gov.au
- Payment will be made within 14 days of the submission of this application, subject to review and approval of the application.
- Providing incorrect, out-of-date or illegible documents will cause delays to an application being processed.
- Applicants may be contacted for further information about the application.

Employer information

ABN:	
Business legal name:	
Trading name:	
Street address:	
Postal address:	
Contact person:	
Position:	
Phone:	Email:
Industry:	
Is the employer an Australian or a State Government entity? Yes <input type="checkbox"/> No <input type="checkbox"/>	

Employee information

Previous Sibelco Payroll Number:		
Title:	Surname:	Given name(s):
Date of birth:		
Home address:		
Home phone:	Mobile:	
Email:		

Employment information

Employee position title:	
Employee start date:	What are the average hours of employment per week?
Employment location (address):	
Is the employment on a contract from a third party? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Will the employee be hired on a casual basis? Yes <input type="checkbox"/> No <input type="checkbox"/>	
What occupation category best describes the job?	
What is the industry of employment?	

Employer payment details

Account name:

BSB:

Account number:

Privacy Statement

Privacy Statement: The Department of Employment, Small Business and Training collects your personal information in order to provide assistance under the North Stradbroke Island Workers Assistance Scheme (WAS). Your information may be provided to agencies of other states, Australian Government agencies, local government and non-government organisations including business entities, for the purpose of administering, monitoring, auditing and evaluating the WAS. Your personal information will be managed in accordance with the *Information Privacy Act 2009*.

Declaration

I, _____ (representative of applicant employer) on behalf of _____ (Business legal name) declare:

- I have read and understood the Eligibility Requirements, Evidence Requirements and Privacy Statement.
- I have sought and obtained the consent of the employee to use and disclose their personal information for the purposes of and to the entities set out in the Privacy Statement.
- The information I have provided is true and correct and the business I represent has not previously applied for, or received this assistance measure for this employee under the WAS. I understand that the employer wage subsidy is a once-off payment.
- I understand giving false or misleading information to obtain a benefit from the Queensland Government is fraudulent and may contravene section 408C of the Queensland Criminal Code. The Department of Employment, Small Business and Training may refer cases of suspected fraud to the Queensland Police Service for investigation.
- I agree to repay any grant or overpayment made as a result of my providing incorrect information or being found to be ineligible.

Applicant Name Position Applicant Signature Date

Witness Name Commissioner for Declarations / Justice of the Peace Witness Signature Date

Notes (office use only)