



# Employment Separation Certificate

THIS DOCUMENT CERTIFIES EMPLOYMENT INFORMATION

Please read the information on page 2 before completing this form.

## Employee details

Surname

Given names

Address

Postcode

Date of birth

 e.g. 12 Dec 1980

Date employee started to work for you

Date employee last worked for you



### Was employment terminated due to:

- **shortage of work or redundancy?** Yes  No
- **unsuitability for this type of work?** Yes  No
- **end of season or contract?** Yes  No
- **unsatisfactory work performance?** Yes  No   
If Yes, please give reason below.
- **misconduct?** Yes  No   
If Yes, please give reason below.
- **employee ceasing work voluntarily?** Yes  No   
If Yes, please give reason below.
- **other?** Yes  No   
If Yes, please give reason below.

Reason:

### Did you pay (in the last 12 months), or will you pay the person, any unused leave entitlements on termination?

If Yes, please complete the table below:

Yes  No

### In the last 12 months, did this person cash in any leave entitlements for money before finishing work?

If Yes, please complete the table below:

Yes  No

Type	No. working days	Amount \$ (gross)	Date paid/ to be paid
Annual Leave (including leave loading)		\$	
Long Service Leave		\$	
Maternity Leave		\$	
Sick Leave		\$	
Other		\$	

What was/is the person's final net payment including leave payments (excluding redundancy)?

 \$

What was the person's net redundancy payment?

 \$

Are any of these amounts held by you for rollover purposes?

Yes  No

If Yes, how much?

 \$

## Workers compensation

Has a claim been made, or is a claim likely to be made, for compensation?

Yes  No

## Employer details

Business/Trading name

Address

Postcode

Australian Business Number (ABN)

Signature of employer or representative

Name and position held in organisation

Date

Telephone number

(STD )

**Employer's stamp**  
(if applicable)



If this form was completed by a **business** with fewer than 20 employees, please provide an **estimate** of the time taken to complete this form.

Hours

Minutes

### Please note:

Personal information is protected by law and can be given to someone else only in special circumstances, where Commonwealth legislation requires or where you give permission.

Deliberately giving false or misleading information is a serious offence.

(for Certificate, see page 1)

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## Information for Employers

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### What are Employment Separation Certificates?

Employment Separation Certificates are needed by Centrelink to enable a person to claim Newstart Allowance, Youth Allowance and in some cases, Parenting Payment. You should provide a certificate to an employee if requested.

This notice is given under section 196 of the *Social Security (Administration) Act 1999* and allows Centrelink to obtain information about customers. The information is used to ensure that correct payments are made to customers.

Thank you for taking the time to fill in this form. We appreciate your co-operation in answering the questions and returning the form to the employee or Centrelink within 21 days of being given this form.

All the information contained in, or attached to, this report may be subject to release under the *Freedom of Information Act 1982* (the FOI Act) to any person(s) (including those named in either the report or its attachments). If you want any of this information treated in confidence, please attach a statement indicating which information, and give your reasons. This will then be considered if a request is made under the FOI Act.

### What exactly are Employment Separation Certificates used for?

They are used to ensure that only eligible people get paid an allowance and that they are paid the right amount from the correct date. This means we have to know all of the information on the other side of this form, such as when the person finished work.

### How can I get more Employment Separation Certificates?

If you need more you can:

1. photocopy the Employment Separation Certificate on the other side and ensure that you place your stamp on the photocopy; or
2. provide all the information required on the form in a letter on your company letterhead;
3. ring 1300 367 676 or 13 1158, to obtain further copies of this form; or
4. print the copy of this form from Centrelink's web site at [www.centrelink.gov.au/internet/internet.nsf/businesses/emp\\_sep\\_cert.htm](http://www.centrelink.gov.au/internet/internet.nsf/businesses/emp_sep_cert.htm)

### How can I make enquiries about Employment Separation Certificates?

Centrelink provides a direct service to employers through its Employer Hotline. The Hotline staff will answer any further questions you may have about the Employment Separation Certificate.

The Centrelink Employer Hotline is also your first point of contact for any other information you may require about Centrelink in the future. The direct phone number to the Hotline is **13 1158** or fax **13 2115**.

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## Information for Former Employees

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If you do not have another job to go to and you want to claim Newstart Allowance or Youth Allowance you need to:

- apply for employment assistance at Centrelink; and
- at the same time complete a Customer Declaration form to claim a payment.

If you wish to apply for Newstart Allowance or Youth Allowance telephone Centrelink on 13 2850 for Newstart or 13 2490 for Youth Allowance.

You will not be required to fill in a claim form. A Customer Service Officer will ask you for some details and book an appointment for you at your nearest Centrelink Office.

The date of the first contact with Centrelink regarding your new claim is very important as it may be your first date of entitlement to a payment.

If you are applying for Parenting Payment telephone the Family Assistance Office on 13 6150 and you will be sent a claim form to complete. Claim forms are also available at your nearest Centrelink office.

### **Note: Your payments may be delayed for the following reasons:**

**If you have been paid, or are entitled to be paid, leave entitlements such as annual leave, long service leave, sick leave or maternity leave, you may not be paid by Centrelink for a period equal to that covered by the leave payments that you received.**

**You may also have a waiting period depending on the amount of liquid assets (e.g. money, shares) you have available.**

**Remember:** You should contact Centrelink as soon as possible after finishing work.

**Note:** Calls to 13 and 1800 numbers cost 25 cents from anywhere within Australia. Calls from public phones or mobile phones will be charged at the higher rate.