

### EMPLOYEE/APPRENTICE TERMINATION FORM

This form is to be completed by the employer where the training agreement of an apprentice is cancelled/terminated or where the employment of a worker being a former apprentice, is terminated due to shortage of work or redundancy before that worker has completed a further 12 months within the industry.

**This form will only be accepted if the following criteria are met:**

- The cancellation/termination of the training agreement of the apprentice was initiated and implemented by the employer. Written proof of cancellation of the agreement is required.
- If the employee is a former apprentice written proof of completion of the apprenticeship is required.
- The reason for the termination is due to shortage of work or redundancy. *Please note: if the employee/apprentice resigned or ceased work voluntarily or due to any other reason, this form will not be accepted and the employee will not be eligible to claim their apprentice credits.*
- The employer has no arrangement either verbal or written to re-employ this employee/apprentice within the company.
- **An initial claim form is completed and lodged with this form.**

**The following people are only authorised to sign this form on behalf of the employer.**

- A current director of the company
- A partner of the business
- An authorised contact for the business as previously advised in writing to Incolink.

### Employer Declaration

Company Name: \_\_\_\_\_

Incolink Employer No: \_\_\_\_\_

**Hereby declare that:**

Employee/Apprentice Name: \_\_\_\_\_

Incolink Employee No: \_\_\_\_\_

Current Address of Employee/Apprentice: \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Ceased employment with our company on \_\_\_\_\_ (**Termination Date**) due to shortage of work/  
redundancy and will not be recommencing employment with our company.

Affix company stamp or seal here

**Signed on behalf of the employer by:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature of authorised person: \_\_\_\_\_

**The Redundancy Payment Central Fund Ltd** A.C.N. 007 133 833

**1 Pelham Street, Carlton, Victoria 3053**

**Telephone: (03) 9639 3000 Facsimile: (03) 9639 1366 Toll Free: 1800 337 789**

**Email: [redund@incolink.org.au](mailto:redund@incolink.org.au) Web: [www.incolink.org.au](http://www.incolink.org.au)**