



# Visa First



## Employment Verification Form

In order to apply for a second Working Holiday visa, you will need to provide evidence that you have done specified work in regional Australia for a minimum of three months on your first Working Holiday visa in Australia.

Please complete the enclosed Employment verification form, when completed please return it us by post, fax or email. You can find our contact details below:

### Visa First

12-14 College Green Dublin 2  
Ireland  
Fax: +353 1 679 32654

### Visa First

277-281 Oxford Street London  
W1C 2DL  
UK  
Fax: +44 207 629 8614

Please note that the Australian Immigration Department will be in contact with the Australian Tax Office and/or the companies stated as your employers on the "Employment Verification 1263" form. In the event that your employers do not confirm records of yourself as their former employee and/or do not confirm your seasonal work done, there may be grounds for the refusal of your visa application. It is therefore necessary for you to provide correct contact details for your employer(s) and correct employment information.

If you have any questions or need any assistance with completing the Employment verification form, please email us at [info@visafirst.com](mailto:info@visafirst.com) or contact our Helpdesk on:

- Ireland: +353 1 878 3329
- UK: +44 207 659 9180
- Australia: 1800 829 230



Australian Government

Department of Immigration and Citizenship

# Working Holiday visa: Employment verification

Form

# 1263

## THIS IS NOT AN APPLICATION FORM

### About this form

Important – Please read this information carefully before you complete your Employment verification. Once you have completed your Employment verification we strongly advise that you keep a copy for your records.

### Who should use this form?

This form is for people who are in Australia as holders of a Working Holiday visa and who wish to apply for a second Working Holiday visa.

This form is to record details of employment in a specified field or industry in regional Australia.

Other evidence of specified work may include original or certified copies of payslips, group certificates, payment summaries, tax returns and employer references. Providing this evidence with this form will enable your application to be assessed more quickly.

The completed form should be retained and may be requested by the Department of Immigration and Citizenship (the department) after you lodge your application electronically to verify your specified work. If lodging a paper application, please attach this form.

To be eligible for a second Working Holiday visa, the applicant must have undertaken work for a minimum of 3 months (88 days in total) in a **specified field or industry\*** in a designated area of **regional Australia\*\***.

Specified work is any type of work in the list below:

• **plant and animal cultivation:**

- cultivating or propagating plants, fungi or their products or parts;
- general maintenance crop work;
- harvesting and/or packing fruit and vegetable crops;
- immediate processing of animal products including shearing, butchery in an abattoir, packing and tanning;  
**Note:** Secondary processing of animal products, such as small goods processing and retail butchery is not eligible.
- immediate processing of plant products;
- maintaining animals for the purpose of selling them or their bodily produce, including natural increase;
- manufacturing dairy produce from raw material;
- pruning and trimming vines and trees.

### Eligible regional Australia postcodes

Regional areas	Postcodes
<b>New South Wales</b> (most areas except the greater Sydney area, Newcastle, the Central Coast and Wollongong)	2311 to 2312 2328 to 2411 2420 to 2490 2536 to 2551 2575 to 2594 2618 to 2739 2787 to 2898
<b>Northern Territory</b>	Entire Territory
<b>Queensland</b> (most areas except the greater Brisbane area and the Gold Coast)	4124 to 4125 4133 4211 4270 to 4272 4275 4280 4285 4287 4307 to 4499 4510 4512 4515 to 4519 4522 to 4899
<b>South Australia</b>	Entire State
<b>Tasmania</b>	Entire State
<b>Victoria</b> (most areas except the greater Melbourne area)	3139 3211 to 3334 3340 to 3424 3430 to 3649 3658 to 3749 3753, 3756, 3758, 3762, 3764 3778 to 3781 3783, 3797, 3799 3810 to 3909 3921 to 3925 3945 to 3974 3979 3981 to 3996
<b>Western Australia</b> (most areas except Perth and surrounding areas)	6041 to 6044 6083 to 6084 6121 to 6126 6200 to 6799

(Information about harvest work opportunities in regional Australia can be found at the Harvest Trail website at [www.jobsearch.gov.au/harvesttrail](http://www.jobsearch.gov.au/harvesttrail))

Some vacancies on the Harvest Trail website may not be in the above eligible postcodes.

Continued on the next page ►

\* For further information please see 'Specified work' [www.immi.gov.au/visitors/working-holiday/417/eligibility-second.htm](http://www.immi.gov.au/visitors/working-holiday/417/eligibility-second.htm)

\*\* 'Regional Australia' is restricted to areas within the postcodes listed in the opposite table.

- **fishing and pearling:**
  - conducting operations relating directly to taking or catching fish and other aquatic species;
  - conducting operations relating directly to taking or culturing pearls or pearl shell.
- **tree farming and felling:**
  - felling trees in a plantation or forest;
  - planting or tending trees in a plantation or forest that are intended to be felled;
  - transporting trees or parts of trees that were felled in a plantation or forest to the place where they are first to be milled or processed or from which they are to be transported to the place where they are to be milled or processed.
- **mining:**
  - coal mining;
  - construction material engineering
  - exploration;
  - metal ore mining;
  - mining support services;
  - oil and gas extraction;
  - other non-metallic mineral mining and quarrying.
- **construction:**
  - building completion services;
  - building installation services;
  - building structure services;
  - heavy and civil engineering construction;
  - land development and site preparation services;
  - non-residential building construction;
  - residential building construction;
  - other construction services.

**Specified work:**

- does not need to be paid work.  
**Example:** Work undertaken as a volunteer or through the Willing Workers on Organic Farms (WWOOF) scheme may also qualify if the work you undertook falls with the specified work definition above.
- does not need to be undertaken as a direct employee  
**Example:** Work in the list above as a contractor is eligible.
- must be listed above  
**Example:** Working as a nanny for a farmer would not be eligible.

## Your personal details

1 Your full name as it appears on your passport

2 Other names you are known by, if any  
(including aliases, previous married names, names other than on your passport)

3 Your date of birth

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Your passport number

## Your employment details

5 Details of employment in specified industries in regional Australia

You must keep a record of all dates worked. You will require this information when lodging your Working Holiday visa application electronically.

If you have worked for the same employer on more than one occasion, you should record each period of employment separately or attach a separate document containing these details.

If you have more employer details than will fit in the spaces below, attach a separate document containing these details.

**You should attach evidence of your specified work** (see page 1). This will allow your application to be assessed more quickly.

**A** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address

<input type="text"/>
<input type="text"/>
POSTCODE <input type="text"/>

Employer's telephone number

Employer's full name

Employer's ABN

Signature of employer

Start date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

End date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of work

Actual number of days worked

Name of contact for work verification (eg. payroll officer/direct supervisor)

E-mail address (if available)

**B** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address

<input type="text"/>
<input type="text"/>
POSTCODE <input type="text"/>

Employer's telephone number

Employer's full name

Employer's ABN

Signature of employer

Start date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

End date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of work

Actual number of days worked

Name of contact for work verification (eg. payroll officer/direct supervisor)

E-mail address (if available)

**C** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address

<input type="text"/>
<input type="text"/>
POSTCODE <input type="text"/>

Employer's telephone number

Employer's full name

Employer's ABN

Signature of employer

Start date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

End date

DAY	MONTH	YEAR
<input type="text"/>	<input type="text"/>	<input type="text"/>

Type of work

Actual number of days worked

Name of contact for work verification (eg. payroll officer/direct supervisor)

E-mail address (if available)

**D** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address	Employer's telephone number	Employer's full name
<input type="text"/>	(      )	<input type="text"/>
<input type="text"/>	Employer's ABN	Signature of employer
POSTCODE	<input type="text"/>	<input type="text"/>
Start date	End date	
DAY MONTH YEAR	DAY MONTH YEAR	
Type of work		Actual number of days worked
<input type="text"/>		<input type="text"/>
Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	
<input type="text"/>	<input type="text"/>	

**E** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address	Employer's telephone number	Employer's full name
<input type="text"/>	(      )	<input type="text"/>
<input type="text"/>	Employer's ABN	Signature of employer
POSTCODE	<input type="text"/>	<input type="text"/>
Start date	End date	
DAY MONTH YEAR	DAY MONTH YEAR	
Type of work		Actual number of days worked
<input type="text"/>		<input type="text"/>
Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	
<input type="text"/>	<input type="text"/>	

**F** I confirm that the person whose name appears at Question 1 undertook the following employment

Business name and address	Employer's telephone number	Employer's full name
<input type="text"/>	(      )	<input type="text"/>
<input type="text"/>	Employer's ABN	Signature of employer
POSTCODE	<input type="text"/>	<input type="text"/>
Start date	End date	
DAY MONTH YEAR	DAY MONTH YEAR	
Type of work		Actual number of days worked
<input type="text"/>		<input type="text"/>
Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	
<input type="text"/>	<input type="text"/>	

Total number of days worked

### Your contact details

**6** Your e-mail address

**7** Current residential address

(If applying in Australia, please give your current address in Australia)

**Note:** A post office box address is not acceptable as a residential address. Failure to give a residential address will result in your application being invalid.

<input type="text"/>
<input type="text"/>
POSTCODE

**8** Address for correspondence

(This may be required by the department to communicate with you about your application. If the same as your residential address, write 'AS ABOVE')

<input type="text"/>
<input type="text"/>
POSTCODE

**9** Your telephone numbers

Mobile

COUNTRY CODE      AREA CODE      NUMBER

Office hours (      ) (      )

After hours (      ) (      )

### Your declaration

**WARNING:** Giving false or misleading information is a serious offence.

**10** I declare that the information I have supplied on this form is complete, correct and up-to-date in every detail.

Your signature

Date DAY MONTH YEAR

We strongly advise that you keep a copy of your Employment verification and all attachments for your records.