



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, or were, holders of a Working Holiday visa in Australia 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, employer references and an original Australian bank statement covering the period of declared specified work. 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:**

- the harvesting and/or packing of fruit and vegetable crops;
- pruning and trimming vines and trees;  
**Note:** This must be the primary employment task and directly associated with the cultivation and commercial sale of plant produce, such as fruit and nut crops (commercial horticultural activity). General garden maintenance is not eligible.
- general maintenance crop work;
- cultivating or propagating plants, fungi or their products or parts;
- immediate processing of plant products;
- maintaining animals for the purpose of selling them or their bodily produce, including natural increase;  
**Note:** Maintaining animals for tourism or recreational purposes is not eligible.
- immediate processing of animal products including shearing, butchery in an abattoir, packing and tanning;  
**Note:** Secondary processing of animal products, such as smallgoods processing and retail butchery is not eligible.
- manufacturing dairy produce from raw material.

#### • **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:**

- planting or tending trees in a plantation or forest that are intended to be felled;
- felling trees in a plantation or forest;
- 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;
- oil and gas extraction;
- metal ore mining;
- construction material mining;
- non-metallic mineral mining and quarrying;
- exploration;
- mining support services.

#### • **construction:**

- residential building construction;
- non-residential building construction;
- heavy and civil engineering construction;
- land development and site preparation services;
- building structure services;
- building installation services;
- building completion services;
- other construction services.

#### **Specified work:**

- must be an activity listed above.
- must be the primary role / function / activity performed during your employment.
- work undertaken in the mining and construction sectors must appear in the Australian and New Zealand Standard Industrial Classification (ANZSIC) division for these sectors to meet the specified work requirement.

For information regarding ANZSIC Mining Division and ANZSIC Construction Division see the department's website [www.immi.gov.au/visitors/working-holiday/417/specified-work.htm](http://www.immi.gov.au/visitors/working-holiday/417/specified-work.htm)

\* 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 table on page 2.

## 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.

## Your personal details

1 Your full name as it appears on your passport

3 Your date of birth

DAY	MONTH	YEAR
/	/	

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

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 the following work has been undertaken

Employee's full name	Type of work	Actual number of days worked												
<input type="text"/>	<input type="text"/>	<input type="text"/>												
Start date <table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/		End date <table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/		Postcode where work was completed <input type="text"/>
DAY	MONTH	YEAR												
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DAY	MONTH	YEAR												
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Business name and address	Employer's telephone number	Employer's full name												
<input type="text"/>	( <input type="text"/> )	<input type="text"/>												
<input type="text"/>	Employer's ABN	Signature of employer												
POSTCODE <input type="text"/>	<input type="text"/>	<input type="text"/>												
Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	Contact person's telephone number												
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<b>B</b> Employee's full name	Type of work	Actual number of days worked												
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Business name and address	Employer's telephone number	Employer's full name												
<input type="text"/>	( <input type="text"/> )	<input type="text"/>												
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POSTCODE <input type="text"/>	<input type="text"/>	<input type="text"/>												
Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	Contact person's telephone number												
<input type="text"/>	<input type="text"/>	( <input type="text"/> )												
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<b>C</b> Employee's full name	Type of work	Actual number of days worked												
<input type="text"/>	<input type="text"/>	<input type="text"/>												
Start date <table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/		End date <table border="1"><tr><td>DAY</td><td>MONTH</td><td>YEAR</td></tr><tr><td>/</td><td>/</td><td></td></tr></table>	DAY	MONTH	YEAR	/	/		Postcode where work was completed <input type="text"/>
DAY	MONTH	YEAR												
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DAY	MONTH	YEAR												
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Business name and address	Employer's telephone number	Employer's full name												
<input type="text"/>	( <input type="text"/> )	<input type="text"/>												
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Name of contact for work verification (eg. payroll officer/direct supervisor)	E-mail address (if available)	Contact person's telephone number												
<input type="text"/>	<input type="text"/>	( <input type="text"/> )												
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<b>D</b> Employee's full name		Type of work	Actual number of days worked
<input type="text"/>		<input type="text"/>	<input type="text"/>
Start date	<input type="text" value="DAY / MONTH / YEAR"/>	End date	<input type="text" value="DAY / MONTH / YEAR"/>
Business name and address		Employer's telephone number	Employer's full name
<input type="text"/>		<input type="text" value="( )"/>	<input type="text"/>
<input type="text" value="POSTCODE"/>		Employer's ABN	Signature of employer
<input type="text"/>		<input type="text"/>	<input type="text"/>
Name of contact for work verification (eg. payroll officer/direct supervisor)		E-mail address (if available)	Contact person's telephone number
<input type="text"/>		<input type="text" value="@"/>	<input type="text" value="( )"/>

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

### 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.

  
  


**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')

  
  


**9** Your telephone numbers

Mobile

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

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