

Statement Of Building Experience – Part 1

Name of applicant: (BLOCK LETTERS)

Name of employer/client/contractor:

*Ref No.	Site Address	Description of works	Project duration (start mm/yy to end mm/yy)	Period of your involvement (weeks/months)	Employment type <i>full time/part time/as required</i> If you worked 'as required', please tally and indicate the full time equivalent (FTE) in months	Value of project (\$)	Builder who Building Licence was issued to
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							

Statement Of Building Experience – Part 2

Name of applicant: (BLOCK LETTERS)

Name of employer/client/contractor:

*Ref No.	Applicant's roles and responsibilities on the project	Time (%) spent on project as manager or supervisor or trade work (eg. 20% manager, 70% supervisor, 10% trade work)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

*Ref. No. in Part 1 and Part 2 must correlate.

I _____ certify that the particulars contained in the Statement of Building Experience (Part 1 and 2) are correct.
(name of employer/client/contractor)

Signature:

Date:

Verification statement by employer/authorised endorser

Each employer/client/contractor must complete a separate 'Verification Statement by Employer/ Authorised Endorser' to verify your claims of experience.

The employer/authorised endorser may use the template below, or provide a letter of employment verification on letterhead. If providing a letter, all of the information below must be contained in the letter.

Statement details

Employer/authorised endorser name:

Position held:

Name of business:

Email:

Mobile:

Applicant name:

Position held:

Period of employment: (MM/YY)

 /

to

 /

Employment capacity

If employee worked 'as required' please tally and indicate the full time equivalent (FTE) in months

☐ Full time

☐ Part time

☐ As required

Total FTE equivalency _____

Instructions to verifier: Review the list of projects the applicant claims to have undertaken in Part 1 of the Statement of Building Experience. Then, cross reference the applicant's claimed duties and responsibilities for those projects as listed in Part 2 of the Statement of Building Experience.

After reviewing the Statement of Building Experience Part 1 and Part 2, complete the relevant summary statement (below) to either confirm, or amend the applicant's claims of experience.

Statement to confirm applicant experience

I _____ confirm that the applicant was involved in the projects listed in the Statement of Building Experience Part 1. The applicant carried out the duties and responsibilities on each project as detailed in the Statement of Building Experience Part 2.

Signature:

Date:

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