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**Australian Government**

**Department of Education, Employment  
and Workplace Relations**

## Indigenous Wage Subsidy Application and Agreement

*This application must be lodged within 28 days of the job seeker/s commencing work with the employer. It is an expectation that all positions applying for Indigenous Wage Subsidy (IWS) are permanent positions with a minimum of 15 hours work every week.*

*Knowingly making any false or misleading statements on this form may make you liable for prosecution. By completing and signing this form the employer agrees to abide by the Terms and Conditions available at [www.deewr.gov.au/indigenous](http://www.deewr.gov.au/indigenous)*

All personal information collected by the Department of Education, Employment and Workplace Relations (DEEWR) on this Application form is protected by the *Privacy Act 1988*.

DEEWR is collecting the personal information on this form in order to facilitate the IWS Program. The personal information you provide will be used for:

- assessing your eligibility to be granted Indigenous Wage Subsidy for which you have applied;
- contacting your business regarding your claim;
- other purposes relating to the administration of Indigenous Wage Subsidy, for example, to evaluate, monitor and conduct research relating to Indigenous Australian employment;
- Reporting to parliamentary enquiries, Senate Estimates Committees and to meet departmental reporting requirements relating to Commonwealth Grants.

The personal information collected on this form may also be given to Job Services Australia members, Centrelink and Commonwealth Development Employment Project (CDEP) providers in the delivery of employment and related services in connection with the Indigenous Wage Subsidy Program. DEEWR may publicise and report on the awarding of any funding to you, including your name and the amount of the funds given to you.

### Employer Information

**1 Employer's trading name**

**2 ABN (must be supplied)**

**3 Address**

**Suburb**

**State**

**Postcode**

**Postal address (if different)**

**Suburb**

**State**

**Postcode**

The Department may contact your business in regards to this application and to monitor the progress of your Indigenous Wage Subsidy placements. Who is the person the Department should contact?

**4**  Mr  Ms  Mrs  Miss

**Name**

**Position**

**Telephone number**

**Mobile telephone number**

**Facsimile number**

**Email address**

**5 Nature of your business**

**6 Which category best describes your business?**

**Tick ONE only**

- Agriculture, Forestry and Fishing - A
- Mining - B
- Manufacturing - C
- Electricity, Gas and Water Supply - D
- Construction - E
- Wholesale Trade - F
- Retail Trade - G
- Accommodation, Cafes and Restaurants - H
- Transport and Storage - I
- Communication Services - J
- Finance and Insurance - K
- Property and Business Services - L
- Government Administration and Defence - M
- Education - N
- Health and Community Services - O
- Cultural and Recreational Services - P
- Personal and Other Services - Q

**7 How many paid employees are at this workplace?**

**8 For how many of these workers are you CURRENTLY receiving an Indigenous Wage Subsidy?**

**9 Were these job seekers referred to you by a Jobs Services Australia provider?**

If yes, please supply the name of the Job Services Australia member, suburb and State/Territory.

**10 Are the positions in this application a part of the Australian Employment Covenant?**

- No
- Yes

**11 Are all of the positions applied for on this application for permanent ongoing positions?**

- No
- Yes

**12 Is the business a Group Training Company?**

- No
- Yes

**13 Is the business Indigenous owned or managed? (Optional)**

- No
- Yes

**Payment Information**

**14 How would you like to receive payment?**

- 2 payments made after 13 and 26 weeks
- 1 payment only after 26 weeks

**15 Bank details for direct credit payment.**

Indigenous Wage Subsidy is paid only by DIRECT CREDIT. It is VERY IMPORTANT that you supply us with the correct details below. Payment to your account will be delayed if the details are incorrect.

**Full name of the account**

**Bank name and branch**

**Bank/Branch (BSB) Code Number**

**Account Number**

## Employee Information

To be eligible for Indigenous Wage Subsidy, an employee must be employed under an Award or Agreement. Positions must also be permanent ongoing positions with a minimum of 15 working hours every week. Full conditions are available at [www.deewr.gov.au/indigenous](http://www.deewr.gov.au/indigenous).

By completing this form the employer understands these requirements.

Job Seeker ID (must be supplied)	Full Name	Date of Birth (dd/mm/yy)	Commencement Date (dd/mm/yy)	Apprenticeship/ Traineeship? (App/Tra/NA)	Main duties	Is the position Permanent Full- time or Permanent Part-time	Gross Weekly Wage (\$)	Are you receiving funding from the New Apprenticeship Incentives Program? Y/N	Other Wage Subsidy Funding? (e.g. Employment Pathway Fund) Y/N. If yes, how much (\$) & where from? <sup>1</sup>

Please make sure the information you have provided in this application is true and complete, sign, and return the completed form via one of the following:

Email: [WAAdmin@deewr.gov.au](mailto:WAAdmin@deewr.gov.au) or

Fax: (02) 6276 9617 or

**EMPLOYER SIGNATURE** (fax/post only) \_\_\_\_\_

**Post:** Indigenous Wage Subsidy  
Indigenous Employment Program Branch  
Department of Education, Employment and Workplace Relations  
Loc Code C10MT4  
GPO Box 9879  
Canberra City ACT 2600

<sup>1</sup> Indigenous Wage Subsidy will not be paid where a placement is supported by another Commonwealth, State or Territory wage subsidy program except for wage subsidies provided by Job Services Australia members through the Employment Pathway Fund. Other incentives such as the Australian Apprenticeship Incentive can also be used in conjunction with Indigenous Wage Subsidy. For further information please refer to the Indigenous Wage Subsidy Guidelines.