

Statement Of Building Experience – Part 1



Name of applicant: (BLOCK LETTERS)

Name of employer/client/contractor:

*Ref No.	Site Address Provide the full site address for where the bulding work/ construction was carried out.	Description of works Provide a detailed scope of works for the project. Include lots of detail describing what was happening on site. Was this a new build? Commercial or residential? What structural alterations took place? What was involved in the renovation/extension/ refurbishment?	Project duration (start mm/yy to end mm/yy) This should be the date the project commenced and the date it was completed.	Period of your involvement (start mm/yy to end mm/yy) This is the actual time you spent working on the project.	Employment type <i>full time/part time/as required</i> If you worked ' part time ' or ' as required ', please calculate the full time equivalent (FTE) in months i.e. if you worked 20 hours per week for 6 months your est. FTE would be 3 months.	Value of project (\$) What was the estimated overall value of the project?	Builder who Building Licence was issued to? Provide the full name/company name of the registered builder that was detailed on the building permit. Building work in WA valued >\$20k requires a registered builder
1.							
2.							
3.							
4.							

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5.							
6.							
7.							
8.							

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 What did you do? Provide lots of detail here so that we know exactly what your role and responsibilities were on the project. Provide separate, detailed lists of your day-to-day carrying out trade work duties, your supervising duties and your managing duties i.e., If you were a supervisor, tell us what trades you supervised. If you were a supervisor or manager - did you have full authority to direct, control, accept and/or reject all works on site? Provide us with as much detail as possible.	Time (%) spent on project as manager or supervisor or trade work (eg. 20% manager, 70% supervisor, 10% trade work) Tell us the percentage of time you spent on each aspect of your role i.e., If you carried out trade work only, write '100% trade work'. If you performed more than one role, provide the percentage of time spent on each (eg. 20% manager, 70% supervisor, 10% trade work) . Your time should total 100%.
1.		
2.		
3.		
4.		

*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:

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5.		
6.		
7.		
8.		

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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.

Each employer/client/contractor must also sign the corresponding Statement of Building Experience Part 2 verifying the claimed projects/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 'part time' or '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:

 / /