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**\*PLEASE PRINT ON A COMPANY LETTERHEAD**

[Date]

Dear Graviteq,

Re: Employment and Training Eligibility Confirmation

I confirm [Employee Name]'s employment with [Employer Name] since [Date Work Commenced], holding the position of [Position Held, don't write Abseiler/Rope Access Technician, MUST be a construction role, Painter/Carpenter, see [CSQ Approved Trades](#)] conducting [brief description of majority of duties] on the following Building and Construction site [most recent construction site address].

They are enrolled for a [New Level 1 / Upgrading Level 2 / Upgrading Level 3] IRATA ticket training with Graviteq, starting [Course Start Date].

Visa holders (If they can't provide Green Medicare, Passport, or Australia/New Zealand Birth Certificate: (delete section if not applicable)

We have verified the validity of [Employee Name]'s, granted Visa [Visa #], and confirm their right to work in Australia as described in this letter.

For further information, contact me at [Employer Phone Number].

Sincerely,

Employer details (must include job title and should include a signature from management)