

RDA FAR WEST

RCB SESR 494 Visa Application Checklist

– Essential Documentation

Administrative Requirements:

- 1.1 Date of RDA FW site visit and name of RCB officer if applicable (No fee is payable for this visit. Please note RDA FW cannot accept your application until after the site visit has occurred.)
- 1.2 Evidence of payment of Processing Fee – include your bank receipt which must note the visa type and name of the nominee (e.g. 494 'SMITH'). The fee is non-refundable. This fee must be paid in advance, as it is the service and not the outcome that is being paid for.
- 1.3 RCB (RDA FW) SESR Coversheet
- 1.4 DoHA Form 1404
- 1.5 Form 956 if application submitted by Migration Agent (if applicable)
- 1.6 ANZSCO Code
- 1.7 Evidence of advertising for the position locally (local newspaper, etc.)
- 1.8 Evidence of advertising for the position via the internet (SEEK, Indeed, etc.)

Addressing the Criteria

- 2.1 Business Registration (ABN or ACN Certificate)
- 2.2 Business description outlining the goods and services provided
- 2.3 Job Description detailing the duties of the nominated position
- Employment Contract or Letter of Offer. The Employment Contract or Letter of Offer must indicate the total remuneration package and clearly include details of the following:
- Applicable Award or Agreement;
 - Base salary and total remuneration package including superannuation and any other allowances/benefits;
 - Superannuation percentage;
 - Remuneration for overtime; (if applicable)
 - Detailed leave entitlements;
 - Core hours and days of the week to be worked;
 - Other benefits, terms and/or conditions.
- 2.4
- 2.5 Payslips for Australian employees in equivalent positions (last names may be blanked out to protect privacy)
- 2.6 Employment contracts for Australian employees in equivalent positions (last names may be blanked out to protect privacy) or,

Where there is no equivalent Australian employee you must provide the following:

- 2.7 Evidence from ABS
- 2.8 Remuneration surveys
- 2.9 Relevant job vacancy advertisements with salary given
- 2.10 Data for unions or employer associations

Additional Evidence to Support your Application

- 3.1 Organisational Chart indicating the nominated employee's position within the nominated business
P&L for previous two years;
- 3.2 Balance Sheet for previous two years.

DO NOT INCLUDE BAS REPORTS OR OTHER FINANCIAL INFORMATION UNLESS REQUESTED ABOVE.
- 3.3 Registration with a local employment service provider (if applicable)
Evidence of response to advertising including any applications for the position,
- 3.4 employer's selection criteria, and rationale behind the successful employee's selection
- 3.5 Copy of DoHA application (if already submitted with DoHA) or draft copy if application not yet submitted
- 3.6 Transaction reference Number if application already submitted to DoHA

Payment

Non-refundable administration fee of \$770 (incl. GST) payable to RDA Far West by Direct Credit Broken Hill Community Credit Union
BSB : - 802-377
Account No : 37737673
Account Name : Regional Development Australia Far West Inc

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