

Fair Work Information Statement

Employers have to give every new employee a copy of the Fair Work Information Statement (the Statement) before, or as soon as possible after, they start their new job.

The Statement provides new employees with information about their conditions of employment.

The Statement has information on:

- the [National Employment Standards \(www.fairwork.gov.au/Dictionary.aspx?TermID=2027\)](http://www.fairwork.gov.au/Dictionary.aspx?TermID=2027)
- right to request flexible working arrangements
- modern awards
- making agreements under the Fair Work Act 2009
- individual flexibility arrangements
- freedom of association and workplace rights (general protections)
- termination of employment
- right of entry
- the role of the Fair Work Ombudsman and the Fair Work Commission.

Providing the Statement

The Statement can be given to new employees:

- in person
- by mail
- by email
- by emailing a link to our website
- by fax.

You can download the [Fair Work Information Statement \(DOCX 63.4KB\) \(www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.docx.aspx) (PDF 105.8KB) (www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.pdf.aspx) .

Source reference: [Fair Work Act 2009 s.125 !\[\]\(d3102649f02e825ddb76dc3de0190154_img.jpg\) \(http://www.comlaw.gov.au/Series/C2009A00028\)](http://www.comlaw.gov.au/Series/C2009A00028)

Think a mistake might have been made?

Mistakes can happen. The best way to fix them usually starts with talking.

Check out our [Help resolving workplace issues \(www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default\)](http://www.fairwork.gov.au/how-we-will-help/how-we-help-you/help-resolving-workplace-issues/default) section for practical advice on:

- figuring out if a mistake has been made
- talking to your employer or employee about fixing it
- getting help from us if you can't resolve it.

What to do next

- Download the [Fair Work Information Statement \(DOCX 63.4KB\) \(www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.docx.aspx\)](http://www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.docx.aspx) (PDF 105.8KB) (www.fairwork.gov.au/ArticleDocuments/724/Fair-Work-Information-Statement.pdf.aspx)
- Get the [Fair Work Information Statement \(www.fairwork.gov.au/language-help/default\)](http://www.fairwork.gov.au/language-help/default) in your language
- Watch our [Auslan Fair Work Information Statement video !\[\]\(f9e62ae797645c5367e33d9390832789_img.jpg\) \(http://www.youtube.com/watch?v=TDx9DDiVKMI&list=PL36943EA193EEC3E7&index=2\)](http://www.youtube.com/watch?v=TDx9DDiVKMI&list=PL36943EA193EEC3E7&index=2)

Help for small business

- Find tools, resources and information you might need on our [Small business page \(www.fairwork.gov.au/Find-help-for/Small-business/default\)](http://www.fairwork.gov.au/Find-help-for/Small-business/default) .

You might also be interested in

- [Fair Work Information Statement fact sheet \(www.fairwork.gov.au/About-us/Policies---guides/Fact-sheets/Minimum-workplace-entitlements/fair-work-information-statement\)](http://www.fairwork.gov.au/About-us/Policies---guides/Fact-sheets/Minimum-workplace-entitlements/fair-work-information-statement)
- [The National Employment Standards \(www.fairwork.gov.au/Employee-entitlements/National-Employment-Standards/default\)](http://www.fairwork.gov.au/Employee-entitlements/National-Employment-Standards/default)

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Contact us

Fair Work Online: www.fairwork.gov.au

Fair Work Infoline: 13 13 94

Need language help?

Contact the Translating and Interpreting Service (TIS) on 13 14 50

Hearing & speech assistance

Call through the National Relay Service (NRS):

For TTY: 13 36 77. Ask for the Fair Work Infoline 13 13 94

Speak & Listen: 1300 555 727. Ask for the Fair Work Infoline 13 13 94

The Fair Work Ombudsman is committed to providing advice that you can rely on. The information contained on this website is general in nature. If you are unsure about how it applies to your situation you can call our Infoline on 13 13 94 or speak with a union, industry association or workplace relations professional. Visitors are warned that this site may inadvertently contain names or pictures of Aboriginal and Torres Strait Islander people who have recently died.