Small Business

**Employer Advisory Service Enquiry Form**

The Employer Advisory Service (EAS) is a free service offered by the Fair Work Ombudsman to help small businesses understand their workplace obligations. We can help you understand your workplace obligations as an employer under the Fair Work Act, the National Employment Standards, awards and enterprise agreements. For example, issues like wages and allowances, leave and record keeping.

Please complete this form and email it to [EmployerAdvice@fwo.gov.au](mailto:EmployerAdvice@fwo.gov.au)

**Employer Details**

|  |  |
| --- | --- |
| Contact Name |  |
| Role |  |
| Preferred phone number |  |
| Business name |  |
| Number of employees |  |
| Industry |  |
| Email |  |
| Business address |  |
| State |  |
| Business hours |  |
| ABN |  |

**Next steps**

After you submit your enquiry an Employer Advisory Service adviser will look at it to see if we need any more information from you. This may take a day or two. If we need to call you after this, the discussion could take up to 30minutes.

We’ll do our best to contact you during your preferred time period. We may text or email you to confirm the time.

Please nominate a preferred day and time.

|  |  |
| --- | --- |
| Day |  |
| Time |  |

Briefly describe your enquiry

|  |
| --- |
|  |

|  |  |
| --- | --- |
| Name |  |
| Date |  |

The Fair Work Ombudsman is committed to protecting your privacy and our [Privacy Policy](https://www.fairwork.gov.au/website-information/privacy#eas-enquiry-form) explains how we collect, use, store and disclose your personal information.

[www.fairwork.gov.au](http://www.fairwork.gov.au)