

Fair Work Information Statement

Overview

The provision of the Fair Work Information Statement (the Statement) forms part of the National Employment Standards (NES). The NES apply to all employees covered by the national workplace relations system, regardless of any award, agreement or contract.

The Statement must be given to each new employee when they start work. Casual employees must also be given the Casual Employment Information Statement.

The Statement is published by the Fair Work Ombudsman (FWO) and must be published in the Commonwealth Government Notices Gazette (the Gazette). If the FWO changes the Statement in any way, they must publish the new version in the Gazette.

What information must be contained in the Statement?

The Statement contains information about the following:

- the NES
- modern awards
- agreement-making under the Fair Work Act 2009 (FW Act)
- the right to freedom of association
- the role of the Fair Work Commission (FWC) and the FWO
- termination of employment
- individual flexibility arrangements
- right of entry (including the protection of personal information by privacy laws)
- an explanation of the effect on an employee's entitlements under the NES if both of the following occur:
 - a transfer of a business occurs as described in the FW Act
 - the employee becomes a transferring employee

Who must receive the Statement?

An employer must give each new employee the Statement before (or as soon as practicable after) the employee starts their employment.

This may occur by any means, for example:

- the employer gives it to the employee personally
- the employer sends it by pre-paid post to:
 - the employee's residential address, or
 - a postal address nominated by the employee
- the employer sends it to:
 - the employee's work email address, or
 - another email address nominated by the employee
- the employer sends to the employee's work email address (or to another email address nominated by the employee):
 - an electronic link to the FWO website on which the Statement is located, or
 - an electronic link that takes the employee directly to a copy of the Statement on the employer's intranet
- the employer faxes it to:
 - the employee's work fax number, or
 - the employee's home fax number, or
 - another fax number nominated by the employee

Further information

You can [access a copy of the Fair Work Information Statement](http://www.fairwork.gov.au/fwis) at www.fairwork.gov.au/fwis

You can [access a copy of the Casual Employment Information Statement](http://www.fairwork.gov.au/ceis) at www.fairwork.gov.au/ceis

For further information on a specific NES entitlement, please [see the relevant fact sheets](http://www.fairwork.gov.au/factsheets) at www.fairwork.gov.au/factsheets

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 you with advice that you can rely on. The information contained in this fact sheet 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 a workplace relations professional.

Last updated: August 2021

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