



Pension Bonus Scheme

52 Week Work Record

Privacy notice

Your personal information is protected by law, including the *Privacy Act 1988*. Your personal information may be collected by the Department of Veterans' Affairs (DVA) for the delivery of government programs for war veterans, members of the Australian Defence Force, members of the Australian Federal Police and their dependants.

[Read more: How DVA manages personal information](#)

This form is an example of the type of record you would need to use to meet the record keeping requirements.
 You may prefer to use a personal diary to record this information.
 You can use Group Certificates, Tax Returns or a letter from your employer to help verify your work record.
 If you bring in your work record for 52 weeks, along with supporting documents and meet the work test for the 52 week period, the Department of Veterans' Affairs (DVA) can issue you a letter to certify that you have met the work test for the 52 week period.
 You could then produce the letter(s) from DVA as proof that you have met the work test when you claim your bonus.
 Please write in BLOCK LETTERS using a blue or black pen (not pencil).

Your Details

Your surname

Given name(s)

Date of registration

52 week period: From

to

Week	Week ending	Hours worked	Running total for this 52 week period	Target running total *	Employer(s)	Type of work
1	/ /			18		
2	/ /			37		
3	/ /			55		
4	/ /			74		
5	/ /			92		
6	/ /			111		
7	/ /			129		
8	/ /			148		
9	/ /			166		
10	/ /			185		
11	/ /			203		
12	/ /			222		
13	/ /			240		
14	/ /			258		
15	/ /			277		
16	/ /			295		
17	/ /			314		
18	/ /			332		
19	/ /			351		
20	/ /			369		
21	/ /			388		

Week	Week ending	Hours worked	Running total for this 52 week period	Target running total *	Employer(s)	Type of work
22	/ /			406		
23	/ /			425		
24	/ /			443		
25	/ /			462		
26	/ /			480		
27	/ /			498		
28	/ /			517		
29	/ /			535		
30	/ /			554		
31	/ /			572		
32	/ /			591		
33	/ /			609		
34	/ /			628		
35	/ /			646		
36	/ /			665		
37	/ /			683		
38	/ /			701		
39	/ /			720		
40	/ /			738		
41	/ /			757		
42	/ /			775		
43	/ /			794		
44	/ /			812		
45	/ /			831		
46	/ /			849		
47	/ /			868		
48	/ /			886		
49	/ /			905		
50	/ /			923		
51	/ /			941		
52	/ /			960		

***Note:** This target running total is provided as a guide. It is based on working about 18 hours and 30 minutes per week. The figures have been rounded to the nearest hour. As long as your work a total of 960 hours per year, you can work more or less than 18 hours and 30 minutes in a week.

Declaration

I declare that the information I have supplied in this record is correct.

Your signature

Date

 / /