

WESTERN SYDNEY UNIVERSITY



Need to verify your employment for your UAC application? Below is a sample Statement of Service to use as a guide.

The Statement of Service must include the following information:

1. the company letterhead
2. your full name
3. whether you were employed on a full-time or part-time basis
4. the hours you worked per week
5. your position title
6. the period of employment in the position
7. details of the duties of the position
8. a signature from your employer.

ACME Australia¹
22 Mary St Miranda NSW
19 December 2011

Statement of Service

Joe Citizen² was employed full-time³ (35 hours per week)⁴ as an Accounts Clerk⁵ from January 1999 to December 2001⁶.

Duties included⁷:

- Cash register reconciliation
- Preparation of invoices
- Filing of transaction documents.

Yours faithfully⁸

D. Smith

General Manager



Statement of Service Sample Self Employed

Please see the example below of information that you may need to include in your UAC application to verify your employment if you are self employed

You must supply:

1. Your business certificate of registration
2. A letter from your accountant or solicitor

The letter from your accountant or solicitor must include the following information:

1. be on the accountant's or solicitor's letterhead
2. your full name
3. how long you have been continuously engaged in the business
4. the nature of the business
5. the signature of the accountant or solicitor

ACME Australia¹
22 Mary St Miranda NSW
19 December 2011

Statement of Service

Joe Citizen² has been a self employed plumber since 2001 to the date of this letter,³ His business services domestic and commercial clients and including installation, repair and renovation of plumbing fittings and fixtures.⁴

Yours faithfully⁵

D. Smith

General Manager