

**Statement of Service to be provided on official letterhead**  
*(name, full address, telephone, email and website of the organisation)*

DD/MM/YY *(date written)*

Address to VETASSESS / To whom this may concern

This is to certify that *(applicant's full name)* is/was an employee of *(organisation's name)* and worked as a *(applicant's official position title/s)* from DD/MM/YY to DD/MM/YY *(exact period of employment in each position held)*.

*(Applicant's full name)* employment is/was full-time/part-time with *(number)* working hours per week. *(Applicant's full name)* monthly/annual salary is/was *(amount earned)*.

*(Applicant's full name)* was responsible for *(include at least 5 main duties for each position held)*.

- Describe the applicant's main responsibilities
- Provide examples of the applicant's experience, skills and abilities that relate to the nominated occupation
- If the applicant has held more than one position, provide details of any additional employment duties in the same format

Name, designation and signature of referee  
*(must be applicant's direct supervisor or  
the human resources department)*

Official contact details of referee  
*(work telephone number and email)*

**Please note:** The template is a guide only. Statements of service issued by employers may vary from the prescribed format but they must contain the required information.