



## Guidelines for submitting evidence of employment

When applying for certain UTS courses, you may be required to provide evidence of employment. Please follow the guidelines below to ensure that you submit the appropriate documentation. In doing so, you'll ensure that your employment documentation meets the necessary requirements for assessment and verification by UTS.

### 1. Curriculum Vitae (CV) or Resume

An up-to-date curriculum vitae (CV) or resume that outlines your academic history, position held, responsibilities, and period of employment (mm/yyyy).

### 2. Statement of Service

A Statement of Service must either be on your **employer's letterhead** or utilise the [UTS Statement of Service Template](#). It must contain all the following details:

- Your full name
- Your official position(s) and the main duties performed
- Employment date(s) including start and end dates (e.g., Jan 2022 to Jan 2023)
- Type of employment (e.g., Full-time, Part-time) and include total hours worked if Casual
- Company details, contact details, and position of the employer completing the statement
- Be signed and dated by your employer

**Note:** The Statement of Service must be signed by either your Supervisor, HR representative or Payroll Officer.



## Sample Statement of Service on Employer Letterhead

Statement of Service

[Date]  
[Company Name]  
[Employer's Street Address]  
[Suburb] [State] [Postcode]

To Whom It May Concern,

This letter is to confirm that [Full Name of Employee] was/is employed at [Company Name] for a period from [Start Date] to [Insert Last Day of Employment].

[Full Name of Employee] was/is employed in the position of [Position Title] on a [Insert Employment Type] basis.

The duties performed in this position included:  
[Insert duties]  
[Insert duties]  
[Insert duties]

If you require any further information, please do not hesitate to contact at [Insert email address] or [Insert contact number].

Your Sincerely,  
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[Employer Full Name]  
[Job Title]



### 3. Self-employed applicants

If you are self-employed, please provide the following:

- A letter from your accountant or solicitor on their company letterhead confirming your engagement with the business, duration of operations, and the nature of the business; **OR**
- Recent ASIC documentation. Refer to ([ASIC Company Annual Statement](#) **OR** [Current & Historical Company Extract](#)) for sample ASIC documentation.

#### Sample Letter from an Accountant for Self-Employed Applicants (must be on company letterhead)

[Date]

[Company Name]

[Company's Street Address]

[Suburb] [State] [Postcode]

To Whom It May Concern,

We act as the accountant for [Full Name of Applicant] and his/her company [Company Name].

We hereby confirm the following:

1. [Full Name of Applicant] have been a [Position Title] at [Company Name] from [Start Date] to [End Date]
2. We confirm [Full Name of Applicant] has been self-employed for at least [Duration of Self-employment]
3. Brief details of the nature of the business

If you require any further information, please do not hesitate to contact me at [email address] or [contact number].

Yours Sincerely,

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[Accountant's Full Name]

[Job Title]