

Please see the example below of a Statement of Service letter that you may need to include in your UAC application to verify your employment.

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 Australia<sup>1</sup>  
22 Mary St Miranda NSW  
19 December 2011

### Statement of Service

Joe Citizen<sup>2</sup> was employed full-time<sup>3</sup> (35 hours per week)<sup>4</sup> as an Accounts Clerk<sup>5</sup> from January 1999 to December 2001<sup>6</sup>.

Duties included<sup>7</sup>:

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

Yours faithfully<sup>8</sup>

*D. Smith*

General Manager