

Work Statements (or Employment references)

All work statements (or work references) need to contain the following elements:

- Company letterhead, including
 - full street address and
 - postal address,
 - email address (if applicable)
 - phone number contact
 - web address (if applicable)
 - Date (that it was written)
- Name of employee
- Name of the company
- Start date (day/month/year)*
- Finish date (day/month/year)*
- Nature of employment (full-time, part-time or casual - preferably stating the average number of hours per week)
- The salary paid (per annum)
- The position held*
- Where (which country) employed
- At least five (5) of the main duties or tasks performed in the stated position.
- Signature of the writer
- full name and position of the writer
- For some skill assessment authorities, a certified copy is needed.

All dates MUST be in the format day/month/year. Do NOT include dates that only consist of the month and year – or only the year.

It is best for a separate statement per position rather than employer (please see [EXAMPLE 1](#)) – however if all the information for a number of positions or terms of employment are in the one statement that is also acceptable (please see [EXAMPLE 2](#)).

All scans should be in colour and at a reasonable resolution (150 dpi should be considered the minimum), file sizes should always be less than 1Mb.

There are a few skill assessment authorities that insist that the scan be of a *certified copy* of the original.

A *certified copy* is where an authorised person has stamped a copy as being a “true and accurate copy of the original document” as sighted by that person, and affixes that person’s details. Example 2 has such a stamp. Please note that if the authorised person writes this by hand rather than using a stamp – this is quite acceptable.

In the examples – the required elements are in **red**.

EXAMPLE 1

Robert Alexander

ABN: 67 302 472 923

REGISTERED MIGRATION AGENT (marn 0955468)

level 1, Carrington House
61-63 Carrington Street
Adelaide SA 5000
Australia

PO Box 541, Goodwood SA 5034 Australia
E ra@imma.net.au
W www.imma.net.au
T +61 466 412 601



22/04/2017

WORK STATEMENT (employment reference)

To whom it may concern,

This is to confirm that **Name Of Person** was employed by **Robert Alexander** from **30/09/1997** to **30/09/1998** in a **full time** capacity as an **Industrial designer**, in **Australia**, working on average **40 hours per week** for a salary of **\$12345.000 p/a**.

This position required **Name Of Person** to:

- **First** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Second** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Third** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fourth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fifth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Sixth** (at least five but more can be given) One sentence description of a duty or task – not a qualification, achievement nor a result/accolade

Yours Sincerely

Robert Alexander,
Proprietor/Principle RMA

EXAMPLE 2

Robert Alexander

ABN: 67 302 472 923

REGISTERED MIGRATION AGENT (marn 0955468)

level 1, Carrington House
61-63 Carrington Street
Adelaide SA 5000
Australia

PO Box 541, Goodwood SA 5034 Australia
E ra@imma.net.au
W www.imma.net.au
T +61 466 412 601



22/04/2017

WORK STATEMENT (employment reference)

To whom it may concern,

This is to confirm that **Name Of Person** was employed by **Robert Alexander** as follows:

from **30/09/2015** to **current date** in a **full time** capacity as an **Industrial designer**, working on average **40 hours per week** in **Australia** for a salary of **\$12345.000 p/a**. This position required **Name Of Person** to:

- **First** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Second** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Third** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fourth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fifth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade

from **30/09/1997** to **30/09/1998** in a **part time** capacity as a **Paralegal clerk**, working on average **15 hours per week** in **Australia** for a salary of **\$12345.000 p/a**. This position required **Name Of Person** to:

- **First** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Second** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Third** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fourth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade
- **Fifth** One sentence description of a duty or task – not a qualification, achievement nor a result/accolade

Yours Sincerely

Robert Alexander,
Proprietor/Principle RMA

