**Employment Reference Letters**

Your employment reference letters should be on the letterhead of the employer include the following information:

1. the name, title and contact details of the referee
2. details of your position and dates of service.

You may refer to the following as a guide:

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| For each period of employment that you are claiming as an employee, you must provide an employment reference letter. Every employment reference letter must be signed by a person authorised to sign the letter. This person may have been your employer or a direct supervisor. Every employment reference letter provided must be unique and include: 1. the name of the business;
2. the nature of the business (for example, construction company, hotel);
3. a detailed half-page description/overview of business and the services/products provided by the business;
4. the address of business where you worked;
5. when you worked there, that is start date and end date of your employment;
6. the nature of your employment (full-time, part-time);
7. your normal hours of work;
8. your job title (occupation);
9. a detailed description of the nature and content of the work you undertook;
10. any periods of leave that you took (paid or unpaid);
11. a detailed description of the machines, programs, strategies, tools and/or equipment you used;
12. the name, position, telephone and email contact details of the person authorised to sign the letter;
13. the length of time that the person signing the letter has been supervising you must also be clearly indicated; and
14. all employment letters must be on letterhead used by the employer’s business where possible. If you are unable to provide employment letters on letterhead you must provide us with an explanation of why this is not possible.
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If you are unable to provide an employment reference letter for any period of employment, you may provide a statutory declaration from either your direct supervisor or yourself stating the above information and why you are unable to provide an employment reference letter.

You may download a statutory declaration form from here: <http://www.ag.gov.au/Publications/Pages/Statutorydeclarations.aspx>