



Statement of Service

Information for Employers

This Statement of Service is required as part of an application for postgraduate courses within the University of Technology Sydney. It serves the purpose of assessing eligibility for postgraduate studies. Please fill out the details on **Page 2**.

Information for Applicants

Your supervisor or HR representative needs to complete this Statement of Service. Once the Statement of Service is completed, please upload this document along with your CV via [My Student Portal](#).



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Instructions

- The full name of the applicant must be entered.
- Only the applicant's supervisor, HR representative or Payroll officer can complete this form.
- If the employment type is Casual, please provide the total hours worked.

UTS may contact your employer to confirm the details below.

APPLICANT DETAILS	
APPLICANT FULL NAME:	
EMPLOYMENT DATES:	From _____ to _____ <small>Currently works here</small>
TYPE OF EMPLOYMENT:	Full Time _____ hours per week
	Part Time _____ hours per week
	Casual with a total of _____ hours worked
CURRENT POSITION:	
BRIEF DESCRIPTION OF CURRENT ROLE: (Duties and responsibilities)	

Supervisor Signature:

Company Name:

Supervisor Name:

Supervisor Email:

Supervisor Position:

Supervisor Phone:

Date:

By signing this Statement of Service, I declare that the information provided in the form is accurate and true.