

Employer Statement Template

Why do I need to submit an Employer Statement?

To be eligible for an Australia Awards Scholarship you must have at least 24 months (full time equivalent) work experience. You must be able to provide evidence of this so that Australia Awards Cambodia (AAC) can verify your eligibility.

If signed by previous employer/s, AAC will accept Employer Statements as evidence of your employment.

How can I check if I have enough part-time employment experience?

If you work full time – that is 5 days per week – for 24 months, you will have 520 working days of experience (5-days/week x 52 weeks/year x 2 years = 520 days).

So, if you work part-time, you need to make sure that your total working days (across a number of different jobs if needed) totals up to 520 working days. See example 1.

How many Employer Statements do I need to submit?

You need to be able to show that you have at least 24 months full time equivalent work experience. Therefore, depending on your work history, you may need to provide more than one statement from different employers to verify this amount of employment. See example 2.

Does my current employer need to provide a Statement?

The decision about who you ask for the statement is up to you. Some applicants prefer not to ask their current employer. That is fine as long as your other past employment is sufficient to verify that you meet the 24 months full time equivalent criteria.

What must be included in the Statement?

There are some key things your Statement/s must include in order for them to be evidence of your employment. Here is a checklist:

Your letter must:

- Include the start date and the finish date of your employment. If your employment is current, it must state that;
- If the role was an internship, it must confirm that you were paid (not a volunteer);
- State your role title;
- State whether the role was full time or part time and
- State the hours per week that you worked;
- Be dated and signed by a head of the organisation or your manager or the Human Resource manager;
- Be on the letter head of the employing organisation.

Example 1: Ms Mok has worked for the same organisation for over 5 years. Her work is part time at 3 days per week and she wants to know whether her experience is enough to be eligible to apply for a scholarship.

She calculates that by working 3 days per week, she has accumulated 156 working days per year.

So by dividing 156 days/year into the total of 520 days (which is equivalent to 24 months full time) she calculates that she needs (520 days/156 days/year) = 3.33 years.

Since she has worked for over 5 years, a statement from her current employer will therefore be sufficient evidence of employment.

Example 2: Mr Van has worked in 3 full time jobs, for 1 year each. He needs to verify that he has 24 months employment so he must submit two (2x) Employer Statements signed by two of his past employers.

Mr Van can choose which two of the three employers he wishes to approach to sign the statements.

What does a good example look like?

Please find below an excellent example of an Employer Statement.

ព្រះរាជាណាចក្រកម្ពុជា
ជាតិ សាសនា ព្រះមហាក្សត្រ

Kingdom of Cambodia
Nation Religion King
Royaume du Cambodge
Nation Religion Roi

10 April 2018

TO WHOM IT MAY CONCERN

In this letter, I confirm the following employment details of Ms [redacted]:

Ms [redacted] has been employed by the [redacted] Section ([redacted]) of the E [redacted] ([redacted]) first as C [redacted] and then as Senior [redacted]. As [redacted], her period of employment started on 11 March 2014 and ended on 31 July 2017. She was promoted to Senior [redacted] effective from 01 August 2017, and is currently serving in this role. I can, therefore, confirm that she has served in excess of the 24 months required by the Australian Awards Scholarships.

Both of Ms. [redacted] positions have been paid positions. Ms [redacted] was a full-time employee for the entire duration of her service as [redacted]; as Senior [redacted], her employment was full-time between 01 August 2017 and 31 December 2017; since 01 January 2018, her employment has been part-time, officially 2.5 days (or 20 hours) per week.

Yours sincerely,

[redacted signature]

[redacted]
[redacted] Section ([redacted])
[redacted]
National Road 4, Chaom Chau Commune, Porsenchey District,
P.O. BOX 71, Phnom Penh, Cambodia

E-mail: [redacted]

The letter is on official letterhead

It clearly states the dates of employment in various roles

It confirms when the applicant worked on full-time and part-time roles, and states how many days per week in the part time role

The letter is signed by a member of senior management, who also provides their contact details