

## AVBC Employment Summary Template

Your employment summary must include the details in the example employment template below. Ensure you read the notes before completing your summary. The information in this summary will be included in your Skills Assessment outcome letter once all verification checks have been completed.

### EXAMPLE EMPLOYMENT TEMPLATE:

<b>APPLICANT NAME</b>	
<b>DETAILS OF EMPLOYMENT</b>	
<b>Full official address of Veterinary Practice</b> (registered street address of organisation, not the practice where you worked)	
<b>Contact details of Veterinary Practice</b> (registered office of organisation, not the practice where you worked)	
<b>Applicant's position title</b> This must match your contract of employment	
<b>Employment period</b> This must match/be supported by your evidence, for example, contract(s) of employment and payslips	<b>Date Commenced (dd-mon-yy):</b> <b>Date Completed (dd-mon-yy):</b>
<b>Full-time employment (FT) or if part-time, locum or casual work the number of hours worked per week.</b> The hours must match your evidence, for example, contract of employment/payslip evidence	
<b>Period of unpaid/study leave</b>	<b>Date Commenced (dd-mon-yy):</b> <b>Date Completed (dd-mon-yy):</b>
<b>Evidence provided</b>	
<b>DETAILS OF WORK</b>	
<b>Description of tasks, cases commonly treated; equipment used etc.</b>	

### Notes:

- (1) AVBC does not accept umbrella or locum companies as employers, we require the details of the veterinary practices where you were employed.
- (2) The dates of employment are the dates you were working as a veterinarian in a veterinary role. Do not include dates you were registered with an umbrella or locum employment agency.
- (3) For part-time, locum, casual, self-employed work your evidence must equate to the hours claimed on the employment summary, for example, if you are part-time and claiming 20 hours per week, your evidence must show this for the duration of the employment period you are claiming.

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- (4) There must be a detailed description of the duties performed during the employment period.
- (5) At least TWO forms of evidence are required for each employment claimed. Evidence can be payslips, tax documentation, veterinary employment contracts, letter of confirmation of employment. Evidence must be numbered. Do not send multiple payslips that do not evidence the employment claimed.