CONFIRMATION OF EMPLOYMENT INSTRUCTIONS

BACHELOR OF PARAMEDIC PRACTICE (CONVERSION PATHWAY) APPLICANTS

Applicants are required to provide UTAS with a statement which confirms their current employment with an Ambulance Service. This statement can be from a line manager responsible for the applicant, and must be printed on letterhead or official memorandum stationery from their employing organisation. The template below is provided to facilitate the provision of this statement and can be ‘cut and pasted’ onto the employing organisation’s official stationery:

The Admissions Office
The University of Tasmania
Locked Bag 1345
Launceston TAS 7255

To whom it may concern

This statement confirms that <insert name> is currently employed by <insert name> as a paramedic. Confirmation of this statement can be obtained by contacting the undersigned via the contact details given below.

<insert name>

<position>

<organisation>

<contact email>