

Work Experience Reference

You can request us to review and assess your work experience history to support your visa/migration application.

We'll include your work experience in the Skills Assessment Letter we issue to you if:

- you have worked as a retail or hospital pharmacist
- your Work Experience Reference form and supporting documentation meet our requirements
- you have passed our eligibility check and exams.

We will only include work experience in a Skills Assessment Letter when we are satisfied that the supporting documentation is complete, accurate and authentic.

Please note that submission of Work Experience does NOT guarantee that we will be able to reference work experience claims on your Skills Assessment Outcome.

If the documentation you provide does not meet our requirements, we will not include your work experience in your Skills Assessment Letter. You may choose to submit work experience documentation directly to the Department of Home Affairs as part of your visa application.

The final decision to award points for your qualification and work experience as part of your visa application is the responsibility of the Department of Home Affairs. We do not make visa or migration decisions.

Work experience requirements

Your work experience must be:

- as a hospital or retail pharmacist
- while you were fully registered as a pharmacist
- for more than 20 hours per week
- for at least 12 months in the last 10 years.

Process and supporting documentation

Give this template to all current or former employers to complete. The referee must complete all of the sections of the form, and include their signature, date and workplace stamp. We cannot accept a form if it is not complete.

For every Work Experience Reference form that you submit to us, you must also provide the following supporting documentation:

Secondary evidence

For every Work Experience Reference form that you submit to us you must also provide ONE of the following secondary evidence documents:

- pay slips (at least one from the month you started the job and at least one from the month you finished the job),
OR
- income tax statements for the period of employment, OR
- Government issued letter from the relevant department for the period of employment.

Combine all work experience forms and any secondary evidence into a **single PDF document** and upload it to our Candidate Portal at the 'Upload documents' step.

Registration and CV

You will also need to upload **BOTH**:

- Evidence of pharmacist registration showing registration during the periods of your employment, AND
- Curriculum vitae (CV) showing start and finish dates for all your jobs as a fully registered pharmacist.

Applicant personal details**First name****Last name****Other name/s****Date of birth**

(dd/mm/yyyy format)

Employer/Referee details**Title**

(Ms, Mr, etc.)

First name**Last name****Job title****Business****Business address**This must be a physical address - **not** a postal / PO box.**State****Post code****Country****Email****Phone****Professional relationship
to applicant**(eg. manager, supervisor, head of
department, etc.)**Applicant's job title**

I can confirm the applicant was a pharmacist with full/general registration for the following period:

**Applicant's employment
start date**

(dd/mm/yyyy format)

**Applicant's employment
finish date**

(dd/mm/yyyy format)

Applicant worked

Full time (20+ hours per week)

Part time (less than 20 hours per week)

Please describe applicant's duties in their role

Declaration

To be completed by the Employer/Referee

By making this declaration, I hereby certify that:

I understand the Australian Pharmacy Council may contact me for further information regarding this applicant.

I confirm the information that I have provided for this applicant is true and correct.

Signature _____

Date

Stamp of the Employer / Referee / Organisation. If it's not in English, it must be translated into English by an approved NAATI translator.