

How to evidence your work experience

Below you will find examples of what type of references we will accept to support your application. If you don't already have references from placements you have attended, or if your placement hasn't taken place yet, you can use our reference form at the end of this document. We will also accept proformas created by other universities.

If you will be providing a letter from your placement, it does not have to be a character reference but must contain the below:

- Placement's name
- Placement's address
- Start date and either
 - o end date of your placement or
 - o total time attended in hours, days or weeks
- Full name and contact details of the referee at the placement
- The letter must also be signed and dated by the referee
 - o We accept a typed signature but a typed signature must be on a letterheaded paper or include a company stamp
 - o We do accept emails but it must include the email header and be sent from the company email address, it cannot be from a personal email address such as Yahoo or Hotmail.
- If you have not completed any work experience with a veterinary surgeon you must evidence that you have completed the "Virtual Work Experience and Exploring the Veterinary Profession MOOC". We are happy to accept a screenshot of the start and finish of the MOOC.

Please find some examples below of what we will and will not accept.

Below is an example of a reference on letterheaded paper, which has been signed and dated.



The Barn
Sycamore Avenue
Leeds
LS56 7SW

25th February 2022

Dear Sir or Madam,

Cynthia Barnes attended our horse sanctuary during the summer from Monday 12th to Friday 16th July 2021. During the week that she was here she took part in a variety of activities, including grooming, feeding and mucking out. Our vet attended on one of the days and Cynthia got to observe the visit.

Please do not hesitate to contact me if you need any further information.

Kind regards,

Martina Hayworth

Martina Hayworth

Manager

Tel: 07890 123456

hello@greenpasturesleeds.com

<https://www.greenpasturesleeds.com>

Below is an example email from a company email address

From: info@bobellessalon.co.uk
Sent: 25 February 2022 15:40
To: jonathan.blakey@email.co.uk
Subject: Reference

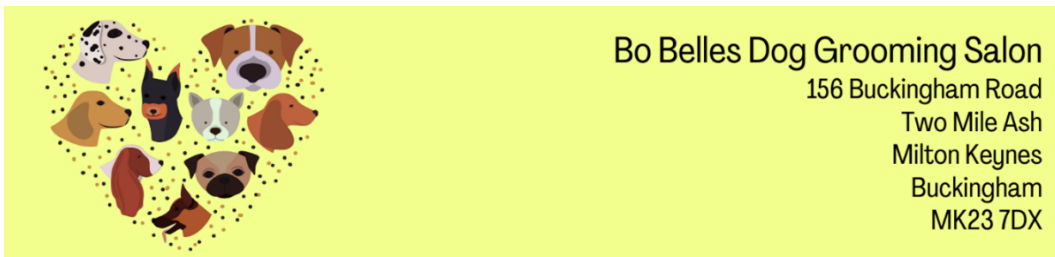
To whom it may concern,

Ref: Mr Jonathan Blakey

I can confirm that Jonathan spent two weeks with us from Monday 9th to Friday 20th August 2021.

We wish him luck with his application to university.

Yours sincerely,
Zoe Manning
Owner/Manager
Bo Belles Dog Grooming Salon
07986 543210



Below is an example email from a personal email address – which we will not accept

From: bobgolden567@xmail.com
Sent: 25 February 2022 15:40
To: amelia_lou@outlookmail.co.uk
Subject: Work experience

Hi,

Amelia Gartside was at our cattery from 30th July to 5th August 2021 in the role of cattery assistant. Her role included cleaning, feeding, checking on the welfare of the cats, giving them medicine and liaising with the clients.

Robert Golden
Manager
Hillside Cattery Ltd

Below is an example letter with no letterhead, date or signature – which we will not accept. It must be dated and either be signed or include a company stamp or letterhead

Northside Farm
Lettings Lane
Doncaster
South Yorkshire
DN19 7FF

To whom it may concern

Re: Samuel Gibson

I can confirm that Samuel has been coming to the farm to help with lambing for the past 5 years, for around 200 hours. He also liaises with the vet when he is here and has helped with many different procedures.

Roy Smythe
Northside Farm

Work Experience Reference Request Form



Name of student:

Placement name:

Placement address:

Description of experience:
Please detail what activities were carried out while on placement

Start date of placement:

End date of placement:

Total time attended:

REFEREE DETAILS

Name:

Job title:

Email address:

Signature*:

Date signed:

** By signing this form, you are confirming that the named applicant attended your placement for the dates detailed above and took part in the experience detailed.*