**How to evidence your work experience**

Please email [vetadmit@liverpool.ac.uk](mailto:vetadmit@liverpool.ac.uk) with your name and UCAS ID in the subject line.

The text of your email should state what references you are sending in. The references should be attached to the email.

e.g. please find attached x [the number] references for work placements at

1. Jo Bloggs city farm

2. Smith Vet practice

* You do not have to reference your online work experience
* You do not need to evidence more than 15 days of face to face work experience

**FORMAT of reference**

We accept proformas provided by other universities

The reference should be dated and signed

The reference must include

1. Your full name
2. The dates and/or duration of your work experience
3. Full title and contact details of the referee (letterheaded paper, typed or handwritten)

If you**r** reference is sent as an email it must include the email header to show the company email address.

The reference does NOT have to give a character reference it only needs to state that

“I am certifying that {applicant} did \_\_\_\_\_\_\_\_\_\_ hours/days of work………

If there is any reason why you cannot send in your references before the date of your interview please email by this date to explain why this is the case and when you expect to be able to evidence your placement.