

1) Employment Letters / Work Experience Forms (WEF) : Each employer must provide a complete letter or WEF that includes:

A. Employer & Company Information

- i. Official company letterhead. If unavailable: attach employer's business card
- ii. Brief description of the company and the type of work performed
- iii. Employer/supervisor's Full name, Job title, Contact phone number, Work email address, Relationship to the applicant, Signature (physical or verified e-signature) - Typed names are not accepted

B. Employment Details

- I. Applicant's job title/position
- II. Employment start and end dates (or confirmation of current employment)
- III. Total hours worked in the trade (hands-on experience)
- IV. Average hours per week

C. Description of Work Experience: Letters must be detailed and written in the employer's own words, including:

- I. Duties and responsibilities related to the 433A trade
- II. Key technical skills demonstrated
- III. Tools, equipment, and technologies used
- IV. Description of 2–4 specific projects worked on
- V. Confirmation that the applicant can perform tasks independently under supervision

Guidance:

The Training Standard for your trade can help align your experience with the trade scope:
<https://www.skilledtradesontario.ca/abouttrades/trades-information/>