

How To Write A Self Declaration Letter

The intent of a self declaration letter is to gather employer information about your years, hours and scope of the trade in which you worked where the employer is no longer in business, or if you were self-employed during the time period for which you are applying.

Step 1

Include your name, address, phone number, etc.

Step 2

Include a self-declaration statement.

In your letter include the name of your company, if self-employed, or the company you worked for. For example:

"I hereby declare that I was self-employed, or cannot provide employer letters because the business I worked for is now closed or inaccessible, in the trade of _____."

Step 3

Include specific dates of employment.

In your letter include the start and end dates of your employment. For example:

"This letter is to confirm that _____ has been employed with _____ from _____ to _____ for a total of _____ hours."

"_____ performed the following tasks while in our employ:"

Step 4

Include a detailed list of tasks performed during this period of time.

In your letter include a detailed resume or list of the duties performed during the time period required by the trade you are applying for. For example:

"I performed the following duties/tasks while employed in the trade of _____ during the time specified above and declare that I am competent in the duties listed below"

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Step 5

Sign and date your self declaration letter and return it to Apprenticeship Manitoba with your Trades Qualification application.

1-877-978-7233

www.manitoba.ca/tradecareers

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