SAMPLE – **Self Employment**

SAMPLE "Sworn Statement"

I, *(Full Name)*, of the City of *(City)*, in the Province of Ontario, make oath and say as follows:

1. I am an applicant to Brock University's Technological Education Teacher Education Program and make this affidavit in support of my application.

2. I confirm that:
I was self-employed from *(day/month/year)* to *(day/month/year)* and worked *(XX)* hours per week and that my company name was/is: *(Company Name, Address of Business – street, city, province, postal code).*

My detailed responsibilities (duties and skills) were:
(list of responsibilities should be specific and detailed, i.e.:
Fabrication and finishing of custom cabinets and countertops for commercial use.
Fabrication and finishing of custom office furniture for commercial use.
Fabrication and finishing of custom bathroom vanities for commercial use.
Study plans, specifications or drawings of articles to be made, or prepare specifications.
Mark outlines or dimensions of parts on wood.
Operate woodworking machines, and use hand tools to cut, shape and form parts and components.
Trim joints and fit parts and subassemblies together to form complete unit using glue and clamps and reinforce joints using nails, screws or other fasteners.
Sand wooden surfaces and apply veneer, stain or polish to finished products.
As the owner, my duties also included management, supervisory, sales and administrative duties, which represented approximately 33.3% of my normal daily activities (typically XX hours per week of my reported average work week of XX hours).

My major clients were/are: *(list of clients – include Company Name, Address of Business – street, city, province, postal code).*

3. Marked as Exhibit "A" and attached to this affidavit/declaration is an original one page letter from my accountant. *OR* Marked as Exhibit "A" and attached to this affidavit/declaration are 6 pages of notarized tax records for the year(s) XXXX to XXXX. These are true copies of originals in my possession.

Marked as Exhibit "B" and attached to this affidavit/declaration is an original one page letter from *(Full Name)*, of the company *(Company Name)* that is a major supplier.

Marked as Exhibit "C" and attached to this affidavit/declaration is an original one page letter from *(Full Name)*, who is a client.

Marked as Exhibit "D" and attached to this affidavit/declaration is an original one page letter from *(Full Name)*, who is a client. (Note: this third supporting document can be either from a major supplier or a client)

Marked as Exhibit "E" and attached to this affidavit/declaration is a copy of my Business License/ Registration. This is a true copy of an original in my possession.

(Separately identify each document and indicate the number of pages submitted for each document.)

Note: The affidavit must include the original signature of the Commissioner of Oaths and state his/her authority to administer the oath.

This is a SAMPLE ONLY and is intended to assist applicants to Brock's Technological Education Teacher Education Program by providing guidance related to the clear and complete statement of information related to the documentation of skilled wage-earning experience at a company that is no longer in business. This sample is not intended to provide legal advice or guidance related to the technical preparation of an affidavit or statutory declaration. Applicants should seek qualified legal advice to ensure that the document that they prepare satisfies legal requirements.