SAMPLE - **Company that is No Longer in Business**

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 employed at *(Company Name)*, from *(day/month/year)* to *(day/month/year)* and worked *(XX)* hours per week.

The business was a (*Nature of the Business*). I confirm that this business is no longer in operation and ceased operation on *(day/month/year)*.

The previous address was: *(Address of Business - street, city, province, postal code).*

My position title was: *(position title - i.e. cabinetmaker)*.

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.)

My supervisor was *(Name of Supervisor).*

Marked as Exhibit "A" and attached to this affidavit/declaration are twelve pages of notarized tax records (T4s) for the year(s) XXXX *(start year of employment)* to XXXX *(end year of employment).*

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.