

Letter from the employer (for a group of employees)

Purpose of this letter

The purpose of this letter is to confirm that applicants identified in this letter are:

- currently working in any setting (e.g. building, warehousing or transport industries); and
- have operated **forklift trucks** under supervision for **at least 40 hours** in the **last 6 months**.

This is a selection criterion for the unit as decided by CTG and it contributes to decisions on course duration.

Date:	
Name of individual completing this form:	
Job Role:	
Specify the industry, e.g. transport and logistic industry:	
Company Name:	
Contact Number:	

Instructions to the employer: In completing this letter, you are asked to provide verification as accurately as possible for criteria specified in the next page.

Full name of all employees undertaking the course	The plant operated by the candidate at the workplace (tick as appropriate)	Specify the employee's work experience in operating the plant in months or years, e.g. 6 months, 2 years and 2 months, 11 months etcetera (in the last 6 months)
	☐ Forklift truck ☐ Order picking forklift truck ☐ Boom-type elevating work platform (boom length 11 metres or more)	
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