

Employment Reference



CentralTrust®

Applicants Name

Applicant Reference

Applicant Address

To whom it may concern:

The above Applicant has authorised us to contact you for information relating to their employment with you. Would you please confirm the following information on your **company's headed paper**, or alternatively complete on this page, and then **sign and add your company stamp**.

Section 1 – Employment Questions

Please provide full answers to the questions detailed below:

Position held at the company

Date employment commenced and monthly pay date

Start Date

Pay Date

Is the position held permanent? (If not provide details)

Is any notice period being served?

Is a probationary period currently being served?

What is the number of contractual hours per week?

What is the Applicant's basic gross annual income?

What is the 12-month average of bonus/commission?

What is the total taxable earnings for this tax year?

What is the Applicants NI number and tax code?

NI

Tax

Does the Applicant have any shares? (if so, what %)

How is the salary paid? (cash, BACS, cheque)

Any other deductions (e.g pension)? (other than tax, NI)

Any other relevant information to disclose?

Section 2 – Declaration

To the best of my knowledge the information provided is true and correct.

Completed by

Job Title

Company Name
and
Company Stamp

Signed
and
Dated

Signed

Dated

Please return this reference to the following address:

Cassiobury House, 11-19 Station Road, Watford, Hertfordshire, WD17 1AP

If you have any questions please do not hesitate to contact us on 01923 280025.

IP V.7 - 11.17

