



Employment Reference

Applicant Details

Applicant Name:

Applicant Address:

Postcode:

To whom it may concern:

The below Applicant has authorised us to contact you for information regarding their employment. Please can you confirm the following details:

Applicant's Job Title:

Date Employment Commenced:

Monthly Pay Date:

How salary is paid (BACS, cash Cheque):

Is the Position Permanent?

Has Probationary Period Been Served?

Is any Notice Period Being Served?

What is the Applicant's:

% Shareholding:

Tax Code:

Contractual Hours per Week:

Basic Gross Annual Income:

Monthly Average Bonus/Commission £
over the last 12m:

Monthly Average Overtime £
over the last 12m:

Total Taxable Earnings for This
Tax Year:

Any Other Deductions
(other than Tax, NI and Pension):

Employer Declaration

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

Name of Referee:

Job Title:

Department:

Company Name:

Tel Number:

Address:

Postcode:

Signed:

Date: