

Employer's Reference



1. APPLICANT

Title:	Surname:	Forenames:
Address:		
Postcode:		

2. EMPLOYMENT DETAILS

The above has authorised us to contact you for information relating to their employment with you. Please confirm the following, either below or on your company's headed paper.

Position held:	
Date employment started:	
Is the position permanent? (If no, give details):	
Is the employee serving a notice period?	
If the employee in a probationary period, when does it expire?	
Full or part time position?	
Gross basic annual salary	£
Average monthly overtime/commission (last 12 months)	£
Average annual/regular bonus (last 12 months)	£
Total taxable earnings in current tax year	£
If applicable is overtime guaranteed? Yes <input type="checkbox"/> No <input type="checkbox"/> If applicable is bonus/commission guaranteed? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Any deductions, other than tax, pension and NI (state amount and purpose)	£
Tax office and tax reference:	
Details of shares held in company, if any:	
Payment method, e.g. cash, cheque, BACS:	
National Insurance number:	
Does above address agree with your records?	

3. EMPLOYER'S DECLARATION

Signature:	Employer's Address:
Print Name:	
Position held:	Date: