

Employment Reference

Company Name:	
Trading Address:	
Employee name:	

Job Title/ Role:	
Type of Employment: If contractor please provide details of the contract	
Start Date:	DD/MM/YYYY
Is the employee currently in a probation period?	Yes No
If Yes, please specify when this expires:	

Gross Annual Basic Salary:	£
Gross Annual Commission:	£
Gross Annual Regular Bonus:	£
Gross Annual Overtime:	£
Gross Annual Allowances:	£
Any regular deductions? If please clarify the amount and what this is	£

- I certify that all the information provided above is a true and accurate reflection of our employees current circumstances.
- Please ensure this form is stamped with your company stamp. If no company stamp is available, please send accompanied by a covering letter on your company's letter headed paper.

Signed:	
Name (please print):	
Position in Company:	
Direct Contact Number:	
Date:	