

Name of Employee:

PPS:

Job Description:

Name of Company/Organization:

Business Registered Address:

Location/Address of Employment:

Does the employee's current role allow for remote working? Yes No

Date Employment Commenced:

Employment Type: Permanent Contract

If Contract, Term of Contract:

Employment Class: Full Time Part Time

Currently on Probation: Yes No

Date Probation Ends:

Currency of Salary: EUR GBP USD

Other (please specify):

	Current Year	Previous Year	Two Years Ago	Three Years Ago	Guaranteed	
Gross Basic Annual Salary:					Yes	No
Health/Dental Insurance: (employer contribution)					Yes	No
Shift Allowance:					Yes	No
Car Allowance:					Yes	No
Overtime:					Yes	No
Bonus:					Yes	No
Commission:					Yes	No

*If the income is performance related, made up of any non-basic (e.g. shift/overtime etc.) or contract income, we require 3 years most recent statement of earnings from the employee e.g. Employment Detail Summary (formerly P60).

Payment Frequency: Weekly Monthly Other:

Is the Employee on a Salary Scale? Yes No

If yes, what is the Salary at the next 2 Points Up in the Employees Salary Scale

Date of Next Salary Review:

Are these salary scales guaranteed: Yes No What is the Maximum on the Scale?

Is Employment Pensionable? Yes No Monthly Pension/Levy Deduction:

As far as you are aware will he/she continue in his/her service?

Company Stamp

If company stamp is not available please provide a short letter on official company headed paper confirming no company stamp available and salary cert details are correct. Both letter and salary cert should be signed by the same individual.

Signature:

I certify that the above information is correct.

BLOCK CAPITALS:

Phone Number:

Extension:

Position Held:

Date Signed:

Registered Number: