

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 next Point 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: