april

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Employer's Reference

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Employer's Reference

Applicant's name:	

Employer Details	
Company Name:	
Trading Address:	
Industry:	

Employment Details	
Job title/:	
Type of employment:	Permanent, temp, contractor, zero hours etc. If contractor please provide details including end date...../...../20.....
Start date:	
End date if contractor:	
Within a probation period	No..... Yes..... (if Yes, please advise of end date)
Please conform if the applicant has returned to their full contractual hours following a period of sick leave if applicable: Yes / No	

Salary Details	
Gross annual basic salary:	£
Gross annual overtime:	£
Gross annual bonus:	£
Gross annual commission:	£
Gross guaranteed annual allowances:	£
Regular or contractual deductions e.g.: student loan, holiday purchase etc	£ £ Details:
Payment frequency:	Weekly, fortnightly, 4 weekly, monthly – Please indicate as appropriate

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I certify that all the information provided above is a true and accurate reflection of our employee's current circumstances.

Signed:	
Name:	
Date:	
Position in company:	
Direct contact number:	
Direct email address:	

Please ensure that when responding, this reference is accompanied with a covering letter on your headed paper.

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