

EMPLOYMENT REFERENCE

Vida Reference:	
Company Name:	
Trading Address:	
Employee Name:	

Employment Information	
Job Title / Role	
Type of Employment: If contractor please provide details of the contract	
Start Date:	
Is the employee currently in a probation period?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please specify when this expires:	
Is the employee currently under a redundancy notice or is there a redundancy notice pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Salary Information	
Gross Annual Basic Salary:	£
Gross Annual Commission:	£
Gross Annual Regular Bonus:	£
Gross Annual Non-Regular Bonus:	£
Gross Annual Overtime:	£
Gross Annual Allowances:	£
Average Monthly Pension Contribution:	£
Average Monthly Student Loan Deduction:	£
Average Monthly Childcare Voucher deduction:	£
Any other regular deductions or attachment of earning? If yes please clarify what this is and the amount	£

- I certify that all of 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:		Company Stamp
Name (please print):		
Position in Company:		
Direct Contact Number:		
Date:		