

Salary Certificate

Please complete in Block capitals and use black pen to complete

NAME OF EMPLOYEE: _____

Address of Employee: _____

PPS: _____

1. **Position held with Company:** _____

2. **Date of commencement of Employment:** _____

3. **Location/Address of Employment:** _____

4. Has the Employee completed his/her probationary period: yes No

If probation has not been completed when is the expected date of completion? _____

5. **Is Employment**

Permanent	yes	No	
Pensionable	yes	No	
Full time	yes	No	
Part time	yes	No	No of Hours/Days: _____
Temporary	yes	No	Expiry date: _____
Fixed Contract	yes	No	Expiry date: _____

(Copy of Fixed Contract will be required)

Please note Salary Certificates must be completed in the currency in which the employee is currently earning

6.	Currency (e.g. EUR, GBP, USD etc.)	Amount		yes <input type="checkbox"/>	No <input type="checkbox"/>
Annual Basic Salary	_____	_____	Is this guaranteed	yes <input type="checkbox"/>	No <input type="checkbox"/>
Bonus	_____	_____	Is this guaranteed	yes <input type="checkbox"/>	No <input type="checkbox"/>
Overtime	_____	_____	Is this guaranteed	yes <input type="checkbox"/>	No <input type="checkbox"/>
Commission	_____	_____	Is this guaranteed	yes <input type="checkbox"/>	No <input type="checkbox"/>
Other	_____	_____	Is this guaranteed	yes <input type="checkbox"/>	No <input type="checkbox"/>

7. Is employee on a salary scale yes No
If yes, what is the maximum of scale _____

8. **Company Name:** _____

Address: _____

Telephone Number: _____

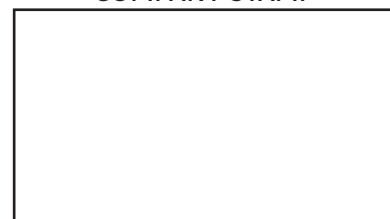
Signature of Authorised Official: _____

I certify that the above information is correct

Position held: _____

Date: _____

COMPANY STAMP



If no company stamp available please confirm employment on company letter headed