



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

Temporary yes No

Fixed Contract yes No

(Copy of Fixed Contract will be required)

No of Hours/Days: _____

Expiry date: _____

Expiry date: _____

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			
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Annual Basic Salary _____ Is this guaranteed yes No

Bonus _____ Is this guaranteed yes No

Overtime _____ Is this guaranteed yes No

Commission _____ Is this guaranteed yes No

Other _____ Is this guaranteed yes No

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