

Gaining Employment - Confirmation/Verification

Note: This tool forms part of a suite of guidance documents, tools and templates developed by the IPS Grow consortium. It should be read in conjunction with document "2.0 Introduction to IPS Grow delivery tools". Further information can be found at www.ipsgrow.org.uk. Please ensure you adapt this document fully to comply with local requirements. This tool was last updated June 2018.

Client ID _____

1) Client name _____

2) Job title _____

3) Company name _____

4) Company address

5) Date employment start _____

6) Hours per week _____

7) Salary/pay £ _____ per hour/week/year (delete as appropriate)

8) Employment contract

Permanent

Temporary

Casual

Consent to contact employer as part of in-work support package?

Yes

No

9) Employer contact, name _____ Title _____

Tel _____ Email _____

10) Evidence of employment start on file

Offer letter

Contract

- Pay slip
- Application form
- Client declaration letter

11) DECLARATION

Signature of Employment Specialist:

Date _____

* I declare that the details given on this form are true to the best of my knowledge

Self-Employment Declaration

1) I confirm that I am registered as self-employed with HM Revenue and Customs and have enclosed one of the following documents as evidence:

- Registration with HMRC/Companies House or Other (specify)

Date of incorporation _____

Company registration number (if applicable) _____

2) In addition I have also provided a copy of one of the following documents showing that my company is trading:

- Bank Statement for the company
- Invoice/order to/from the company
- Evidence of business rate
- Other (please specify below)

3) Signature of client _____ **Date** _____

**I declare that the details given on this form are true to the best of my knowledge.

Signature of Employment Specialist

Name _____

Date _____