

5 Year Employment History Form

Name _____

STARTING WITH YOUR LAST OR PRESENT EMPLOYER, GIVE DETAILS OF YOUR EMPLOYMENT HISTORY FOR THE LAST 5 YEARS

- Include any education which falls within that period. Please supply course details for College/University.
- Self-employment. Please supply accountant's details (below) & confirm the name of your company.
- If you were unemployed & claiming benefits you need to get a letter from the benefits office confirming all the dates you were claiming within the last 5 years.
- If you worked at a company through an agency we require the **AGENCY** details, **NOT** the company.
- If you have any gaps in your employment record over 28 days, please state what you were doing (you will be asked to supply some proof of your whereabouts/activities) and the name of somebody that can verify it by way of a Character Referee (enter details below).

<i>Name and Full Address of Current Employer or Name of Job Centre, School, College, University, Self-employment</i>	<i>Details</i>	<i>Dates</i>
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		
Company	Position held	Date/Month/Year
Address	Reporting to	From / /
Postcode	Reason for leaving	To / /
Telephone Fax		

Employment History Continued

Company		Position held	Date/Month/Year
Address		Reporting to	From / /
Postcode		Reason for leaving	To / /
Telephone	Fax		

Company		Position held	Date/Month/Year
Address		Reporting to	From / /
Postcode		Reason for leaving	To / /
Telephone	Fax		

Company		Position held	Date/Month/Year
Address		Reporting to	From / /
Postcode		Reason for leaving	To / /
Telephone	Fax		

Accountant Details (if applicable)

Company		Supply dates they did your accounts	Date/Month/Year
Address		Insert YOUR company name (below)	From / /
Postcode			To / /
Telephone	Fax		

Continue on a separate sheet of paper if required

CHARACTER REFEREES

Names and addresses of two people who have known you for at least two years, are still in contact with you and who can provide a written reference. **They *MUST NOT* be relatives, former employers or live at the same address as you.**

Name

Name

Address

Address

.....

.....

Post Code

Post Code

Home Phone

Home phone

Mobile Phone

Mobile phone

How long have you known them?

How long have you known them?

How do you known them?

How do you known them