

DETAILS OF EMPLOYMENT



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FORM REF: Detailsemp (0302)

**AMBER VALLEY
BOROUGH COUNCIL**

To

Employer's details

Name _____

Address _____

_____ Postcode _____

Telephone number _____ Code _____ Number _____

Employee's details

Name _____


Address _____

_____ Postcode _____

National Insurance (NI) number

Date of birth

Please answer the questions on this form about this employee.

Please turn over 

1 Was this person employed
by you or your company

from

--	--	--

to

--	--	--

?

No

Please sign the Declaration at the end of this form.

Yes

Please fill in the rest of this form, including the enclosed table.

2 Date employment started.

--	--	--

3 Has the employment
ended?

No

Yes

When did the employment end?

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4 Do your records show any
other name or address for
this person?

No

Yes

Please tell us any alternative name.

Please tell us any alternative address.

Postcode

5 Do your records show any
other National Insurance
number for this person?

No

Yes

Please tell us any alternative number.

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6 Tell us the address the
person was employed at,
if this is different to the
address on the front of
this form.

Postcode

7 What kind of work were they doing? _____

8 On what day does the pay period end? _____

9 Pay number or clock number. _____

10 Are employee records kept on computer? No

Yes

11 Are there time and wage records, work sheets or receipts for wages to show that this person was employed at any time between

--	--	--

 and

--	--	--

 ? No

Yes What evidence do you have? _____

12 Did the person sign receipts for wages in front of a witness? _____

No Please tell us who made the entry in the records.

Yes Please tell us about the witness.

Name _____

Address _____

_____ Postcode _____

Position in company _____

Age, if under 21

Can they identify the employee? No Go to Question 13.

Yes Go to the Declaration.

Please turn over 

13 Is there anyone else
who can prove that the
person was employed
in the period?

No Go to the Declaration.

Yes Please tell us about them here.

Name _____

Address _____

_____ Postcode _____

Position in company _____

Age, if under 21

Can they identify the employee? No

Yes

If there is someone else who can
prove the person was employed,
tell us about them here.

Name _____

Address _____

_____ Postcode _____

Position in company _____

Age, if under 21

Can they identify the employee? No

Yes

If this person has worked for you in the period shown in Question 1, make sure you have filled in the table we have sent you with this form before you sign the Declaration.

Declaration

I certify that the particulars given are true to the best of my knowledge and belief.

Signature

Name in BLOCK CAPITALS

Date

Position in company
