

EMPLOYMENT STATUS (tick one)	Employed	Self-Employed	Unemployed	Retired	Student
	Employers Full Name and Address:				

****PLEASE notify ALL your referees that enquiries will be made to verify the information provided****

Job Title:	Annual Salary: £	Housing Benefit: £
Start Date	Permanent? Yes	No Full-time Part-time
Employee/Payroll No:	Employer's Main Switchboard Tel No:	
Who is authorised to verify your employment details? NAME:		
Contact's Position:	Contact's Work Email:	
Contact's Number (NO MOBILES):	Fax:	

Previous Employer's Full Name and Address:		Post Code:
Tel No:	Start Date:	End date:

Accountants Full Name and Address:		
Contact:	Tel No:	Fax No:

Character Referee (NOT a relative or anyone else named on this form)	
Name:	Tel No:
Full Address:	

Bank / Building Society Name:	
Address:	Postcode:
Sort Code	Account Number

Full Name of Next of Kin: Excluding Spouse:	
Full Address of Next of Kin:	
Post Code:	Tel No:

I hereby confirm that the information provided by me above is to the best of my knowledge and belief, true and may be verified. I have no objections to the information being verified by jdh by whatever means are deemed necessary. I understand that the results of the findings will be forwarded to the appointed letting agent/landlord. I agree that jdh or their agents will search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me by the letting agent/landlord. But that I may request the name and address of the credit agency to whom I may apply for a copy of any information provided.

I hereby authorise the above named employer (s) to disclose my salary details & for all other referees to respond to enquiries made by JDH in respect of this application.

Please Note: All information will be treated as strictly confidential.

PRINT NAME: _____ **SIGNATURE:** _____