

## BS7858 Pre-employment Career Documents List

You must supply one document from the beginning, middle and end of each employment, education, career gap period.

For example, if you have been employed for a company from Jan 2019 to Dec 2019, we will need one supporting document from Jan-Feb 2019, one document from December confirming your last payment and one document from the middle.

Please note that your name, the name of your employer and dates need to be visible on any document you supply us.

### **Employment Documents:**

- National Insurance Records
- HMRC Tax Records (you can request these from HMRC to cover your full 5 or 10 year work history)
- Payslips
- P45
- P60
- Redundancy Letter
- Contract of Employment
- Copies of original bank Statements showing payments from employer displaying your name and address
- Employment Correspondence

### **Education Documents:**

- Certificates
- Student Transcripts
- Student Loan Letters
- Education Correspondence

### **Self-Employment Documents:**

- Self-Assessment Tax Returns
- Invoices to clients
- Bank Statements showing payments from clients

### **Career Gaps**

B8S7858 requires verifying employment gaps over 31 days in length.

### **Maternity Leave**

- Child's birth Certificate within the period
- Notice of Award of child benefit payments during the period or formal Confirmation of award of child tax credit in respect of the birth of the child
- If not parent, a link to relationship must be established with documentary evidence.

### **Redundancy**

- P60/P45
- Pay slip
- Tax payments
- Formal documentation relating to the terms of redundancy

### **Travelling**

- Hotel, car hire & card receipts
- Sole bank statement evidencing overseas transactions during the period
- Inoculation record or Immigration stamp in passport for the period concerned
- Formal documentation from a recognized travel company /airline for booking o travel during the period in question (included train, boat tickets or car hire).

### **Voluntary Work**

- Written evidence of voluntary work during the period on the headed paper of the concerned
- Illness (Including institutions/rehab etc)
- Medical certificate covering the period
- Documentation from a medical practitioner or establishment that verifies that the individual was undergoing treatment during the period.

### **Caring**

- Evidence of allowances received
- Power of attorney, Doctors note/communication

### **Unemployment - In receipt of benefits-**

- Benefit Letters: Formal evidence from a government agency e.g. letter from the Department of Work and Pensions/Department for Social Development in Northern Ireland confirming payment of benefits to the individual or confirming non-employment status.
- Bank Statement evidencing payments from DWP.

### **Unemployment - no economic activity**

- Evidence of job applications being made/attending job interviews
- Dated job offer letters indicating a future start date
- An expired Visa and home office documentation evidencing renewal underway
- Bank Statement showing no income