

**Certificate Of Income**

**PRIVATE & CONFIDENTIAL**

Please answer all questions

Employee Name: \_\_\_\_\_ Reference: \_\_\_\_\_

- 1 a. What is the amount of his/her **annual gross pay**?
- b. What is the amount and frequency of any **mortgage subsidy** and/or **Large Town Allowance** and/or **Shift / Rent Allowance**?
- c. What is the amount of
  - (i) **Overtime** paid per annum
  - (ii) **Bonus** paid per annum
  - (iii) **Commission** paid per annum

Are Bonus / Overtime payments **guaranteed**? If not, are they considered to be **regular**? YES  NO
- 2 Is he/she on your **permanent** staff? YES  NO
- 3 Is this position currently subject to a **probationary period**? YES  NO
- 4 If yes, please indicate length of probationary period
- 5 Is he/she likely to continue in your employment for some years? YES  NO
- 6 **How long** has he/she been in your **employment**?
- 7 What is his/her normal retirement age?
- 8 Is he/she part of a pension scheme? YES  NO
- 9 What is the nature of his/her duties?

Company / Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Job Title: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

**Company Seal / Stamp (Mandatory)**

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