**Verification of service**

|  |  |  |  |
| --- | --- | --- | --- |
| **To be completed by HR department only** | | | |
| **Candidate Reference:** |  | **Candidate Name:** |  |

|  |  |
| --- | --- |
| Name & Address of Employer |  |

**Employee details**

|  |  |
| --- | --- |
| Name of Employee |  |

**Employment details**

|  |  |  |
| --- | --- | --- |
| Exact dates of employment | From: (dd/mm/yyyy) | To: (dd/mm/yyyy) |
| Current Grade: | From: (dd/mm/yyyy) | To: (dd/mm/yyyy) |
| Dates of employment (if different from above e.g. Acting) |  |  |

**Type of employment, please tick relevant box(es)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Permanent** | **Temporary** | **Agency** | **Full Time** | **Part Time** | **Locum** |

**Salary details**

|  |  |  |
| --- | --- | --- |
| Job Title and Grade |  | |
| Salary Scale amount (annual) |  | Salary Scale Point: |
| Allowance(s) (type & amount) |  | |
| Incremental Date |  | |
| If on maximum point, please state date of commencement on this point: |  | |

|  |  |  |
| --- | --- | --- |
| Substantive Grade  (if applicable) |  | |
| Salary Scale amount (annual) |  | Salary Scale Point: |

**Pension**

|  |  |  |
| --- | --- | --- |
| Pension Scheme |  | Pension Code(s): |
| PRSI Class A or D |  | |

**Authority:** Public  Private  Other  If other please explain:

|  |
| --- |
|  |

Please be advised that alignment to the first point of the salary scale is mandatory per public sector pay guidelines and is not subject to negotiation unless the successful appointee is in the same or an analogous grade / role within the Public Sector, or meets exemptions as provided for under HSE Circulars / Terms & Conditions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signed** |  |
| **Email** |  |
| **Contact number** |  |
| **Date** |  |
| **Stamp** |  |

Please return this form to: [**<INSERT**](mailto:%3cINSERT) **EMAIL ADDRESS>**

**Please note information provided may be released under the Freedom of Information Act, 2014**