

# Employment Verification Form



Loan account number:  Date interview conducted:  /  /

Applicant / Guarantor name:

## PAYE APPLICANTS

The following employment details were confirmed with the Employer for the above applicant.

Place of employment Phone number

Contact person Position / Title

Was white pages / yellow pages used to locate the phone number?  Yes  No

/  /

Borrowers position / title Borrowers employment start date Duration of employment

If employment length is less than 6 months, is the applicant on probation?  Yes  No

/  /  \$  \$

Probationary period end date Current base income (excluding Super) Regular overtime or bonuses

Basis of employment:  Permanent  Casual  Full Time  Part Time  Contract (end date):  /  /

Income Payment Cycle:  Weekly  Fortnightly  Monthly

Is there currently any written notice of resignation or extended leave on record:  Yes  No

Are you related to the borrower (employers without HR department):  Yes  No

If hourly rate provided, what were the earnings over the previous 12 month period: \$

## SELF-EMPLOYED APPLICANTS

The following income details were confirmed with the Accountant for the above applicant.

Name of accountant Phone number

Contact person Position

Was white pages / yellow pages used to locate the phone number?  Yes  No

Confirm name of applicants trading entity:

Number of years the borrower / guarantor has been a client of the accountant:  (yrs)

Net profit: \$  Type of business conducted:

## Completed by

Date:  /  /

Signature Name in print