How to complete the Employment History

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The employment History page can be quite complicated depending on your previous work experience and the number of years that you have been asked to complete on your screening.

Note

Please ensure you have all the information in relation to your employment history before you begin to populate the section as you will not be able to save the section part way through. You will need to be complete the whole section before you can save it.

Instructions to complete employment history

Ensure that you enter all the employment history that you entered in your CV/Resume when you applied for the job role, as we will want to make sure that we have checked everything from your CV that relates to the period if time we are requesting information for:

- Step 1: Enter the Employment start date of your current employment
- Step 2: Enter the contact details of whom we contact for the employment references
- Step 3: Enter information about gaps in employment

Step 1: Enter the Employment start date of your current employment

- When you enter the start date of your current employment the system will ask you for previous employments if the start date of the current employment does not cover the full period that you are being referenced for
- We check the start date and end date of each employment with the referee so please be as accurate as you can with the start date and end date. The start date should be the start date as stated on your contract of employment with the employer and the end date will be as per your P45 when you left the employment

Warning

Please be accurate about your start and finish dates of employments as we check this against the information we get from the employers

Step 2: Enter the contact details of whom we may contact for the employment reference

- We will require the contact details of the HR department and where there is no HR department a senior official of the employer will be sufficient. Please refer to your employment contract or employee handbook as it will state who your HR contact is
- We will also be looking for verify your job title with the employer, so please be as accurate as possible when stating your job title

Please enter HR department contact details where possible

Step 3: Enter information about gaps in employment

- When entering the start and end dates of employments the system may pick up that there were gaps in between employments
- If there are gaps in employment then please state the reason for the gap and upload any evidence of the gap
- For example, if you took some time off to travel in between employments then please state that in the 'Reason for gap' and then upload a copy of flight tickets or any other evidence you may have
- If you do not have any evidence of the gap then please state that alongside the reason for the gap and upload a blank document so that the system will allow you to move on

Note

If you do not have evidence to upload for the gap in employment, please do not change the employment dates to remove the gap, just upload a blank document in the gap so that the employment dates are accurate.

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