# How to enter overlapping employments

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Overlapping employments can happen when you have had more than one part time employments that the same time. The system doesn't currently have the ability to handle overlapping employments and so we have come up with a work around.

# How to enter overlapping employments

- Step 1: Enter the start date of one of your current employments
- Step 2: Populate the reference details of the employment
- Step 3: Populate the previous employment with the incorrect start date so that there is no overlap

**Step 1: Enter the start date of one of your current employments**

- The starting point can be accurately entered with a start date of one of your current employments
- Please try to be as accurate as possible with the dates considering the instructions in this article

**Step 2: Populate the reference details of the employment**

- Enter the HR contact details from whom we may seek and employment reference
- Enter any additional information in the 'Other Information' section of the employment, e.g. 'this was a part time employment working Monday and Wednesday each week'

**Step 3: Populate the previous employment without the overlapping dates**

- The system will only accept a previous employment to end before the current one started, so even if this is the incorrect end date, please use it and use the 'other information' field to enter the actual end date and any other part time working

arrangements'

- This may get messy if you've always had several part time employments so please do contact us if you need help on the best way to present this information on info@eurocomci.co.uk

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