



Proof of Professional Employment Form

Note to Supervisor / HR Manager

You have been asked to complete this proof of professional employment by the person who has given you this form as proof of engagement in the practice of the profession. This person is applying for registration.

You can only complete this section if you have been the applicant's line manager / supervisor or HR Manager. You must not be related to the applicant.

_____ (insert applicant's name) was/is
employed here as a _____ (insert job
title)
from _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)
Number of hours per week (approx.): _____
Organisation Name: _____
Department: _____
Address1: _____
Address1: _____
Address1: _____

In the space below, please describe **in full** the person's main duties and responsibilities: (please note that it would be helpful to include a relevant job specification for the role)



Note:

By signing this proof of employment you confirm that the information you have provided is accurate and that your personal data may be processed for the purposes specified above.

The Board may make further enquiries in respect of the applicant and you, to verify or clarify information about the applicant. Should any of the information you have supplied not be accurate or, if you have made any false claims, you may be committing an offence.

To be completed by Supervisor or HR Manager:

Name: _____
(HR Manager/Supervisor)
(Block capitals)

Phone: _____
(By giving us your phone number you agree that we can contact you by phone)

Email: _____
(By giving us your email address you agree that we can contact you by email)

I hereby declare that, to the best of my knowledge, the information above is correct and I give my permission to the relevant Registration Board to verify any details with me.

Additional Comments: _____

Signature: _____
(HR Manager/Supervisor)

Date: _____

**Organisation
Stamp:**

