



Acceptable document for gaps

Supporting Documents

The guidance below outlines some of the more common documents we might need to help us account for any periods in your career history not covered by employment. As soon as you can provide any documents required, please respond directly to the email you received requesting them.

Any document you can provide to us needs to show:

- You first and last name, or;
- First initial and last name
- Confirm you start and/or end date for the activity in question.

Students/periods of education

- Copy of your qualification certificate(s)
- Correspondence from the institution (e.g. acceptance or enrolment letters)
- Written reference from the educational institution.
- Document confirming education attendance/learning activity (includes unconditional offer)
- Transcripts - must be on headed paper
- Exam results - must be on institution headed paper or from a recognised exam board.
- Student finance letter containing evidence of course details and confirming payment into account.

Voluntary work

- Written evidence of voluntary work.
- Evidence should be on letter headed paper from the institution concerned.

Job seekers

- HMRC Employment history statement. This can be obtained by calling HMRC on 0300 200 3200 or online via <https://www.gov.uk/check-national-insurance-record>. For further information on obtaining this information online, please click here: <https://www.giantscreening.com/giant-screening-national-insurance-record>
- Formal documentation from a government agency confirming registration or receipt of unemployment related benefits



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Redundancy

- P45, pay slip or tax payments – must evidence redundancy.
- Formal documentation relating to the terms of redundancy – must provide evidence of the payment (Doesn't have to be in the period being referenced)

Medical

- Documentation from a medical professional/doctor such as a “statement of fitness for work”.

Carers

- Evidence of carers allowance
- Medical certificate/Doctors' letter confirming required care

Travelling

- Travel documentation including train, flight and boat tickets.
- Immigration stamp in passport for the period concerned.

Lifestyle projects

- Trades or supplier invoices
- Project receipts

We are always here to help, so if you are unsure whether any document you may wish to provide will be acceptable, please get in touch with our support team by responding to the email we sent you and we'll be happy to help you further.