



# Employment evidence

## Supporting documents

Unfortunately, we cannot always get what we need to complete your screening from the employers we contact and need to ask for some supporting documents to confirm your career history. The guidance below outlines some of the more common documents we might need, depending on your circumstances.

As soon as you can provide any documents required, please respond directly to the email you received requesting them.

Any document you 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

## Employment evidence

If we have been unable to verify one or more of your periods of employment and have asked you for supporting documents, then the following are some examples of the types of documents that you can provide to help us account for this period.

Examples of the types of documents you can provide:

- Payslips first & last or most recent payslips
- Copy of contract or offer letter
- P45
- Reference by employer upon leaving employment.
- HMRC showing your employment information for the period in question. This can be obtained online via the .gov.uk portal. Please click here instructions on obtaining this document: <https://www.access.service.gov.uk/login/signin/creds>

## Self-employed evidence

If we have asked you to provide documents relating to self-employment then there are some examples below, just remember, any document you 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.



To obtain confirmation from HMRC of your employment history, you can take the following steps to obtain the documentation which you can forward on to us:

1. Log on to your Government gateway account on this link: HMRC online services: sign in or set up an account [here](#).

a. If you have an account, click on Sign in:

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## Sign in to HMRC online services

Once you've [set up an account](#), you can sign in for things like your personal or business tax account, Self Assessment, Corporation Tax, PAYE for employers and VAT.

This page is also available [in Welsh \(Cymraeg\)](#).

**Sign in >**

b. If you do not yet have an account, please click on the option to Set up an account and follow the steps to create your account before returning to log in.

c. To log in, enter your Government Gateway user ID and password:

## Sign in using Government Gateway

Government Gateway user ID

This could be up to 12 characters.

Password

**Sign in**



d. Then enter the access code sent to your phone/email:

### Access code

Remember me for 7 days

Problems receiving this code? [You can get help](#)

Continue

2. Once logged in, click on the option highlighted below to view your Pay As You Earn (PAYE) data:

Your Self Assessment Unique Taxpayer Reference (UTR) is [REDACTED]

- Latest news and updates**  
Tell HMRC about a child staying in education over 16  
The HMRC app: free, quick and secure
- Pay As You Earn (PAYE)**  
Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.
- Self Assessment**  
View and manage your Self Assessment tax return. The deadline for online returns is 31 January 2024.
- National Insurance**  
Check your National Insurance contributions and view and save your National Insurance number.
- View your Annual Tax Summary**  
View your tax and National Insurance contributions and find out how the government spends your taxes. This is for your information only.

3. In the following screen click on View and print Income Tax and employment history:

## PAYE Income Tax overview

- Check current tax year**  
See how much taxable income you have received and view your tax-free amount for 6 April 2023 to 5 April 2024.
- View and print Income Tax and employment history**  
Get a record of your employment and pensions history for the last 5 years.

4. Then click on Print this page, save the document to your device and forward it to your Giant Screening representative

## PAYE Income Tax history

[Print this page](#)



# Employment evidence

Examples of the types of documents you can provide:

- Client invoices or contracts
- Tax documentation form HMRC detailing tax

1) Formal employment related communication between employee and employer (such as benefit or stock information)

If you are unable to provide any documents such as those listed above, you can also provide:

2) Business bank account statement.

The statement must show activity (incomings and/or outgoings) during the stated activity period. Please redact any account details and non-relevant financial information BEFORE sending any bank statements.

If you are a former member of the armed forces

- Armed forces discharge papers.

## Retired

If you are currently retired but we need documents to confirm that, there's a few examples of what can be used to confirm that below. As with any other documents, for it to be acceptable, it 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.

Examples of what you can provide:

- Pension payment crediting sole bank account.
- Pension or annuity statement

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.