

Form Ref: IDU13/2018

**Self Declaration for Gaps in Employment**  
*(Unemployment/Living Abroad/Holiday or when a Previous Employer is no longer Operating)*

**Section 1: Applicant's Personal Details**

This form is to be completed by the applicant if they have had any gaps in their employment history. A letter is required from someone who has known the applicant for a minimum of two years, is not related to them and can support the declaration.

Surname:	Forename:
Previous surname (if applicable):	Middle name(s):
Title: Mr / Mrs / Miss / Ms / other:	Company Name
Place of Birth:	Date of Birth:
National Insurance No.:	
Address:	Job Title:

**Section 2: Details**

**Complete this section if you were Unemployed**

Were you registered with a benefit office whilst unemployed? Yes/No

If yes, what was the address of the benefit office you were registered with?

**If you were registered with a benefit office, a letter is required from them detailing the exact dates**

Please confirm the specific dates when you were Unemployed:

From: \_\_\_\_/\_\_\_\_/\_\_\_\_      To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year              Day month year

From: \_\_\_\_/\_\_\_\_/\_\_\_\_      To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year              Day month year

From: \_\_\_\_/\_\_\_\_/\_\_\_\_      To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year              Day month year

***I declare that I was unemployed for the periods shown above.***

Print Name:

Signature:

Date:

Authorised By (Pass Office Staff Print Name)	Signed	Date

**Complete this section if you were on holiday or living abroad**

What was your address whilst you were on holiday or living abroad?

Please indicate below which documentation you are providing in support of this declaration:

Passport:	<input type="checkbox"/>
Tickets:	<input type="checkbox"/>
Travel Documents	<input type="checkbox"/>
Other (please specify):	<input type="checkbox"/>

Please confirm the specific dates when you were on holiday or living abroad

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year Day month year

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year Day month year

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Day month year Day month year

***I declare that I was living abroad or on holiday for the periods shown above;***

Print Name:

Signature:

Date:

Authorised By (Pass Office Staff Print Name)	Signed	Date

**Complete this section if the company you worked for is no longer operating**

Company Name:
Company Address:
Please confirm the specific dates when you were employed by this company. Period of employment with company From: ____/____/____ Day month year To: ____/____/____ Day month year
<b><i>I declare that I was employed for the above mentioned company for the period listed above and that they are no longer operating and written references are unobtainable.</i></b>
Print Name:
Signature:
Date:

Authorised By (Pass Office Staff Print Name)	Signed	Date

**FOR AUDIT USE ONLY WHERE APPLICABLE**

Form Audited By	
Date	
Signed	