



# Athenry Credit Union

ATHENRY • BALLYGAR • BIRR • KILKERRIN  
KINVARA • MENLOUGH • PORTUMNA

## Salary Certificate

**Please complete in Block Capitals and use a Black Pen.**

Name of Employee: \_\_\_\_\_

Address of Employee: \_\_\_\_\_  
\_\_\_\_\_

PPS Number: \_\_\_\_\_

1. **Position held in Company:** \_\_\_\_\_

2. **Date of commencement of employment:** \_\_\_\_\_

3. **Location/Address of employment:** \_\_\_\_\_  
\_\_\_\_\_

**Has employee completed his/her probationary period:** Yes  No

If probation has not been completed when is the expected date of completion? \_\_\_\_\_

### 5. Is the Employment:

Permanent: Yes  No

Pensionable: Yes  No

Full Time: Yes  No

Part time: Yes  No

Number of Days: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Temporary Contract: Yes  No

Expiry Date: \_\_\_\_\_

Fixed Contract: Yes  No   
(Copy of Fixed Contract required).

Expiry Date: \_\_\_\_\_

**6. Currency Amount**

Please note Salary Certificates must be completed in the currency in which the employee is currently earning.

(E.G. EUR, GBP, USD etc.)

**Currency**

**Amount**

Annual Basic Salary: \_\_\_\_\_ Is this guaranteed: Yes  No

Bonus: \_\_\_\_\_ Is this guaranteed: Yes  No

**6. Currency Amount (Continued)**

Overtime: \_\_\_\_\_ Is this guaranteed: Yes  No

Commission: \_\_\_\_\_ Is this guaranteed: Yes  No

Other: \_\_\_\_\_ Is this guaranteed: Yes  No

**7. Is the employee on a salary scale: Yes  No**

If yes, what is the maximum of the scale: \_\_\_\_\_

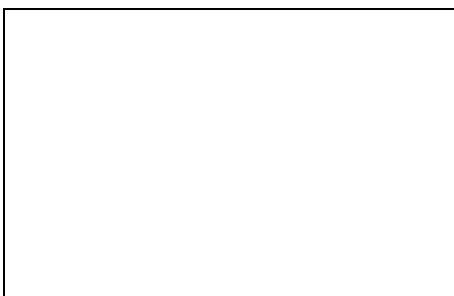
**8. Company Details**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Company Stamp:**



If no stamp is available please confirm employment on company letter headed paper.

Signature of Authorised Official: \_\_\_\_\_

I certify that the above information is correct

Position held: \_\_\_\_\_

Date: \_\_\_\_\_