

CV Insight Career Break Guide

As part of your screening process your Employer requires us to verify any gaps in your employment history

Please find outlined below a guide to acceptable documents that can be used to support these periods

Reason for Unpaid Career Break	Relevant Supporting Document(s)	How this Helps
Bringing up Family (No benefits claimed)	Copy of child's birth certificate(s) and Personal Referee	Child's birth certificates will confirm dependents and Personal Referee can confirm this activity.
Travelling in EEA	Any relevant Travel document/ Bank or Credit Card Statement detailing payment or showing activity overseas	These documents will show you travelled or had activity abroad which supports this area.
Travelling outside EEA	Visa or Passport Stamps/Any relevant Travel document/ Bank or Credit Card Statement detailing payment or showing activity overseas	These documents will show you travelled or had activity abroad which supports this area.
Living Abroad (Where visa required)	Visa/passport stamps	Visa document and passport stamps will confirm the date of entry and expiry of visa
Living Abroad (Where no visa required)	Travel documents (e-ticket/boarding passes etc) or bank or credit card statement detailing payment or showing activity overseas	These documents will show you travelled or had activity abroad which supports this area.
Looking for work	Agency enrolments, interview letters, rejection letters/HMRC History Letter	These documents support active job search activity/HMRC Report can confirm no income received or Tax/NI Contributions Paid
Made redundant - Living off redundancy	Redundancy letter and Bank Statement	Redundancy letter/Statement of payment will confirm redundancy date and bank statement will confirm redundancy payment supporting your gap period
Long term sick (No benefits claimed)	HMRC History Letter	HMRC History Letter would support that no PAYE or Benefits were paid during the career gap period.
Career Break no benefits claimed	HMRC History Letter	HMRC History Letter would support that no PAYE or Benefits were paid during the career gap period.
Supported by dependent	HMRC History Letter	HMRC History Letter would support that no PAYE or Benefits were paid during the career gap period.
Voluntary Role Unpaid	Referee Details/HMRC History Letter	Personal reference from Company as HR will hold no records for unpaid roles/HMRC History Letter would support no PAYE payments for this period

No Supporting Gap Documents	HMRC History Letter	This will support gap periods and show any income/benefit received in past 4 years
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HMRC Employment History Letter

If you are unable to provide any of the documents listed above, you may find it easier to obtain a HMRC Employment History Letter.

This report will show all the roles you have paid PAYE for in the last four years and any benefits you may have claimed. You can obtain a HMRC Letter by following the instructions below:

To request your employment history letter please follow the below step by step instructions:

1. You will need to provide your National Insurance Number, date of birth and current address. Please have this to hand.
2. Call HMRC on 0300 200 3300. The opening times are:
8am to 8pm, Monday to Friday
8am to 4pm Saturday
9am to 5pm Sunday
Closed bank holidays.
3. You will need to ask for the option "Personal Income Tax" when the automated service asks for this. You will also at this point be asked for your personal information.
4. Once you have provided the information required you will be put through to an advisor. Please stay on the line if on hold, typically you will be on hold no longer than 10 minutes.
5. Once you are through to an advisor please request your employment history for the last 4 years to cover start and end dates of all employments and benefits that HMRC have on record for you.
6. Please ask how long this will take for your letter to arrive and email CV Insight on ref@cvinsight.co.uk to advise us that you have requested your Employment History Letter and how long it will take to be sent to you.
7. Once it has arrived please send a copy of this to us. This can either be a scan or a photo of the letter. Please can you send your copies directly to ref@cvinsight.co.uk. Unfortunately, we

cannot guarantee the security of documents sent via email, so please use PDF password protection. Alternatively, you can post copies of the documents to our office address listed above or send to our secure fax on 0845 058 2534.