

## Employment and Salary Records

The Officer in Charge  
 Staff and Salaries Section,

Dear Sir/Madam,

**Re:** \_\_\_\_\_

The above employee has applied to Veniba Limited to purchase goods on Credit. We seek your assistance in providing the information requested below and returning the completed form to enable us to process the application. Please contact the writer if you have any queries in relation to this form.

Yours Faithfully,

Nick Mleczko  
 Manager  
 Veniba Limited

**Employee Details:**

Name; \_\_\_\_\_ Employee No: \_\_\_\_\_ Classification: \_\_\_\_\_

Organisation/Statutory Body: \_\_\_\_\_

Date of commencement of employment: \_\_\_\_\_

Fortnightly Salary: Gross: K \_\_\_\_\_ Net: K \_\_\_\_\_

Value of Long Service entitlements accrued to date: \_\_\_\_\_

I (a) \_\_\_\_\_ of (b) \_\_\_\_\_

Being the paymaster of ( c ) \_\_\_\_\_ do Solemnly and sincerely

declare that the contents contained herein respect of (d) \_\_\_\_\_

Are true and correct in every particular as at the date of this declaration.

Declared at: \_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(e) \_\_\_\_\_ Before me: (f) \_\_\_\_\_

Print Name: \_\_\_\_\_

WITNESS: \_\_\_\_\_

- (a) Name of declarant
- (b) address of declarant
- (c) Department or statutory body of which declarant is paymaster
- (d) Name of employee to whom declarant refers
- (e) Signature of declarant
- (f) Signature of witness