

Verification of Service Form

Forms to be completed by each relevant previous employer. This is to ensure you are on the correct point of scale for payment.

New Appointees on any Grade start at the minimum point of scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad. Incremental Credit is normally granted on appointment, in respect of previous experience in the Civil service, local authorities, health service and other public service bodies and statutory agencies. This provision is not affected by a break in service <https://www.hse.ie/eng/staff/resources/terms-conditions-of-employment/revised-guidelines-on-terms-and-conditions-of-employment-march-2017.pdf>

Note: Failure to submit will mean you will default to basic rate of pay. Please note that you are responsible for notifying PE Global each year that you progress up an increment.

Claimant Details

First Name:	
Surname:	
Date of Birth:	
Phone Number:	
Home Address:	

Organisation Details

Organisation Name:	
Organisation Address	
Organisation Phone:	

Claimant Service Details

To be completed by Employer

Title / Point on HSE Pay Scale:	
Dates Employed:	From: To:
Total Hours:	
Hours Per Week:	
No. of Weeks:	

Employment Type:

- Temporary
- Permanent
- Part Time
- Full Time

Official Organisation Stamp:

Signed: _____

Print Name: _____

Position: _____

Date: _____