A picture containing text, sign

Description automatically generated**Employment Letter Request Form**

Please allow 10 working days from submitting this form for a letter to be prepared.

Please complete all the relevant fields below as appropriate to enable us to provide you with the appropriate letter.

Please mark an X in the box below to indicate the letter that you would like us to issue.

|  |  |
| --- | --- |
| **Type of Letter Required** | |
| **Confirmation of Employment** | [ ] |
| **Opening a UK Bank Account** | [ ] |
| **Applying for Indefinite leave to remain** | [ ] |
| **Applying for a Schengen Visa** | [ ] |
| **Academic Visitor applying for a Schengen Visa** | [ ] |

|  |  |
| --- | --- |
| **Section A: Please complete all details** | |
| **Personal Details** | |
| **Title:** |  |
| **Full Name:** |  |
| **Surname:** |  |
| **Email Address:** |  |
| **DOB:** |  |
| **Staff Number:** |  |
| **Job Title:** |  |
| **Salary:** | £ |
| **Grade:** |  |
| **Contract Type:**  (e.g., full time/ part time open ended/ fixed term) |  |
| **School/Professional Service:** |  |
| **Section B: Please Only complete this section if applying for a Bank Letter** | |
| **UK Address:** |  |
| **Overseas Address:** |  |
| **Section C: Please Only complete this section if applying for a Schengen Visa** | |
| **Dates for visit:** | To and From |
| **Location:** |  |
| **Country/Countries visiting:** |  |
| **Conference name:** |  |
| **Other Information (including Reason for visit)** |  |
| **Section D: Please Only complete if applying for an Indefinite Leave to Remain Letter** | |
| **Standard classification occupational Code** (if known): |  |
| **Authorised Absences:** please list all absence that you have taken in the past 5 years or since your employment commenced by completing the box below:  **You do not need to specify any leave taken in the UK**   |  |  |  |  | | --- | --- | --- | --- | | **Country Visited** | **Reason** | **Date of Departure from UK** | **Date of Return to UK** | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |

Please send your completed form to [hr.services@mailbox.lboro.ac.uk](mailto:hr.services@mailbox.lboro.ac.uk)