**GAPS**

For every gap in a candidate’s employment history, you will need a **gap referee** and some form of **supporting documentation**.

Unemployed but not Claiming Benefits

* If the candidate was unemployed but **not claiming any benefits**, you should request **bank statements** to demonstrate economic viability.

Employed but cannot Obtain Reference

* If the candidate was working during a gap period and for whatever reason it is impossible to obtain a signed reference—the company might have ceased trading, for instance—you should ask for documents such as a **contract** (start date), a **redundancy letter** (end date), **payslips**, a **P45**, a **P60**, or **bank statements**.

* If the candidate cannot provide any of the above documentation then you should send them a **5 Year Mandate Form**(on Desktop or Chase Desk, HMRC) by email or post. Once the candidate has completed and returned this to CYS, we will pass it on to HMRC, who will then provide us with the candidate’s National Insurance File. Assuming that the candidate’s previous employer/s paid N.I. contributions, this will allow us to verify their 5 year employment history.

Claiming State Benefits

* If the candidate was **claiming benefits** during a gap period, and the timescale prohibits sending a reference request directly to the Jobcentre, you can use a **DWP Printout**—the candidate can request this from their local Jobcentre. If you are able to obtain a printout, it is not necessary to pursue a gap reference.

In Education

* If the candidate was in part or full-time education during a gap period, you should ask for an **enrolment letter** or some form of **certificate.**

Travelling

* If the candidate was **travelling** during a gap period, you should request **passport stamps**, **flight tickets**, or **online booking forms**, as well as a gap referee.

Living Abroad

* If the candidate was **living**or**working abroad** you can ask for **passport stamps** showing entrance into the UK, a copy of a **residency permit**, or other **Home Office** documentation. If the candidate was living in the EU you can ask for a copy of bills or payslips from their home country or former host country—these documents should be accompanied by a gap reference.