**Employment Gap History**

**Panel lead:**

* **Before** the interview, fill in the below table detailing all employment gaps, starting with the most recent gap first (continue on a new sheet if needed).
* **During** the interview, explain to the candidate that this is part of our safer recruitment process and our commitment to safeguarding.
* Ask the candidate to explain the reason(s) for any employment gaps.
* **Record the reasons** for any gaps on the form and ask the **candidate to sign** it to verify the information they have provided is correct.

Gaps?

No Gaps?

Was a face to face interview held? Yes?  No?

**Full Name:** Joseph Steele-Perkins

**Post to be interviewed for:** IS Developer (FTC)

|  |  |  |
| --- | --- | --- |
| **Gaps In Employment** | | |
| **Date from:** | **Date to:** | **Reason Given** |
| December 2018 | April 2019 | Study for Microsoft exam and looking for a job. |

I confirm that the reasons provided above regarding the gaps in my employment are accurate and truthful.

I understand that any offer of employment may be withdrawn or, if offered the role, disciplinary action may be taken which may result in dismissal, if it subsequently comes to light that the information I have provided is inaccurate, incomplete or a misrepresentation of the facts.

**Signed by Candidate:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signed by Panel Lead**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_