

*If the applicant is an individual or partnership, use the one shown below.*

Person Name, Surname, Address, Telephone and Email.

**Declaration Letter**

I hereby declare that my Employment Agency ( *name of Employment Agency* ) will operate from the address listed below and that the premises are:

- Accessible to persons with special needs.
- Have a waiting room where candidates can wait before being interviewed.
- Have an interview room where a candidate is interviewed away from other candidates.

Signature

Name and Surname  
(Competent Person/Director)

Date

Address from where the Employment Agency will be operating from.

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*If the applicant is a Company, use the one shown below.*

Company Letterhead

**Declaration Letter**

We hereby declare that our Employment Agency ( *name of Employment Agency and company registration number* ) will operate from the address listed below and that the premises are:

- Accessible to persons with special needs.
- Have a waiting room where candidates can wait before being interviewed.
- Have an interview room where a candidate is interviewed away from other candidates.

Signature

Name and Surname  
(Director/Competent Person)

Date

Address from where the Employment Agency will be operating from.