

# STATEMENT BY THE EMPLOYER

In accordance with regulation 4 of the 'Information to Employees Regulations, 2002' (LN 431 of 2002), if the period of employment exceeds one month and exceeds eight hours of work a week, this statement should be given by employers to all employees within eight working days from engagement.

## Employer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Reg. Co. number: \_\_\_\_\_

## Employee

Name: \_\_\_\_\_

I.D. No: Male / Female \_\_\_\_\_

Address: \_\_\_\_\_

Place of Work: \_\_\_\_\_

Job Title: \_\_\_\_\_

*(preferably attach job description)*

## Date of Employment

## Duration of Employment

*(state whether Indefinite or Definite. If of a definite duration, state date of termination)*

## Nature of Employment

*(state whether on a Full-time or Part-time basis)*

## Probation Period

## Wages

Full-time Basic Weekly

Wage: \_\_\_\_\_

or

Part-time Basic Hourly

Rate: \_\_\_\_\_

## Normal hours of work

**(excluding overtime)**

*(list the total number of hours worked per week and the relative schedule of work)*

## Overtime Rates

## Periodicity of wage

**payment** \_\_\_\_\_  
(state at what intervals wages are to be paid, preferably indicating payment date)

**Public Holidays** \_\_\_\_\_

**Vacation Leave** \_\_\_\_\_

**Sick Leave** \_\_\_\_\_

**Other Leave** \_\_\_\_\_

**Notice Periods** \_\_\_\_\_  
(applicable only if employment is indefinite)

**Special Conditions** \_\_\_\_\_

**Collective Agreement** \_\_\_\_\_  
(if applicable, attach copy of relevant collective agreement)

**Fines** \_\_\_\_\_  
(if applicable, attach details as approved by the Director of Industrial and Employment Relations)

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Employer/Representative  
Position:  
I.D. Number:

\_\_\_\_\_  
Signature of Employee  
I.D. No

**N.B.** An employer may in lieu of the above declaration enter into a written contract of service with the employee, provided that the contract should include the above details. In terms of regulation 8 of the above mentioned regulations, an employer is required to keep a copy of any written contract of service or statement containing the same details.