

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.