

Your basic terms of employment

This is an example of a Written Statement of Employment Particulars form meeting the requirements of employment legislation.

Written Statement of Employment Particulars

Name of employee

Began employment with (name of employer)

On (date)

*a. Your previous employment with

does count as part of your period of continuous employment which therefore began on

or

*b. Your previous employment *does not* count as part of your period of continuous employment

a. You are employed as (job title)

or

b. A brief description of the work for which you are employed is:

a. Your place of work is (address)

b. You are **required/permitted* to work at the following places

And the address of your employer is

Your pay will be



You will be paid (weekly, monthly etc)

Your hours of work are

Your holiday entitlement is

a. In case of incapacity to work

or

b. Particulars of any terms and conditions relating to incapacity to work due to sickness or injury, including any provision for sick pay, [can be found in](#)

a. Particulars of pensions and pension schemes are

or

b. Particulars of any terms and conditions relating to incapacity to work due to sickness or injury, including any provision for sick pay, [can be found in](#)

a. The amount of notice of termination of your employment you are entitled to receive is

The amount of notice you are required to give is

or

b. Particulars of the amount of notice of termination of your employment you are entitled to receive and are required to give [are given in](#)

a. Your employment is permanent – subject to 11 above, to general rights of termination under the law and to the following

or

b. Your employment is for a fixed term and expires on (date)

or

c. Your employment is temporary and is expected to continue for

This should only be used as an indication of the likely duration

The collective agreements which directly affect the terms and conditions of your employment are



a. You are not expected to work outside the UK (for more than one month)

or

b. You will be required to work in

or

You will be paid in (currency)

and will be entitled to

The terms relating to your return to the UK are

a. The disciplinary rules which apply to you are

or

b. The disciplinary rules which apply to you can be found in

a. Subsequent steps in the firm's disciplinary, dismissal and grievance procedures are

or

b. Subsequent steps in the firm's disciplinary and grievance procedures are set out in

A contracting-out certificate under the Pensions Schemes Act 1993

**is/is not* in force for the employment this statement is being issued for

**delete as appropriate*

Signed.....
[Employee]

Date

Signed.....
[Employer]

Date

