

Your basic terms of employment

This is an example of a Written Statement of Employment Particulars form meeting the requirements of employment legislation. Guidance on completing this form is at the end of the document.

For a detailed explanation of these requirements see: **Putting together an employee's written statement** (www.businesslink.gov.uk/writtenstatement).

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Written Statement of Employment Particulars

P1

Name of employee

began employment with (name of employer)

on (date)

P2

*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

P3

a. You are employed as (job title)

or

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

P4

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

P5

Your pay will be

P6

You will be paid (weekly, monthly etc)

P7

Your hours of work are

P8

Your holiday entitlement is

P9

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**

P10

a. Particulars of pensions and pension schemes are

or

b. Particulars of terms and conditions relating to pensions and pension schemes, **can be found in**

P11

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**

P12

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

P13

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

P14

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

or

*b. You will be required to work in

For

You will be paid in (currency)

and will be entitled to

The terms relating to your return to the UK are

P15

a. The disciplinary rules which apply to you are

or

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

P16

a. The disciplinary and dismissal procedure which applies to you is

or

b. The disciplinary and dismissal procedure which applies to you can be found in:

P17

If you are dissatisfied with any disciplinary or dismissal decision which affects you, you should apply in the first instance to (name of officer)

P18

You should make your application by

P19

If you have a grievance about your employment you should apply in the first instance to (name of officer)

P20

You should make your application by

P21

- 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

P22

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*

Notes for completion of form

Introduction

The written statement may be provided either:

- a) as a single document;
or
- b) in a number of instalments – *provided that certain details, dealt with in paras 1–8, are always given together in the same instalment.*

All instalments must be given to the employee not later than two months after he/she starts work or if, at an earlier stage he/she is required to work outside the UK for more than one month, not later than his/her departure.

Unless otherwise indicated, all particulars must be set out in the statement itself and **not** be given by reference to: a collective agreement; a handbook; or any other document which does not form part of the written statement.

Lengthy or complicated particulars may be given on a continuation sheet or via an attached booklet or other annex – *provided it is clear that this is integral to the statement, or the relevant instalment of it, and forms part of the same document.*

Where there are no particulars to be given for paras 1–14, the statement must say so in each case.

Some of the separate stages in paras 15–21 may be combined where, for example:

- a) the same person is the first to be approached for appeals against disciplinary or dismissal decisions **and** for grievances;
or
- b) the method of application in both cases is the same.

Explanatory notes for completion are given in the right hand column on each page.

Note:

Some terms and conditions of employment are subject to statutory requirements, eg rates of pay, working hours and holidays, notice of termination of employment and disciplinary and grievance procedures. For information please see: A detailed guide to the national minimum wage, Your guide to the Working Time Regulations, Rights to notice and reason for dismissal and the Resolving disputes web page.

Further information and practical help can be found at www.businesslink.gov.uk/employingpeople/

Insert:

P1:

- 1 Name of employee
- 2 Name of employer
- 3 Date employment started

P2: **delete (a) or (b) as appropriate*

- 4 Name of previous employer or employers
- 5 Date period of continuous employment commenced

P3: *(complete (a) or (b), delete the other)*

- 6 Job title

or

- 7 Brief work description

P4: *(complete (a) or (b), delete the other)*

- 8 Address of workplace
- or** **delete as appropriate*
- 9 Give details
 - 10 Address of employer

P5:

- 11 Particulars of scale or rate of remuneration, or of the method of calculating remuneration

P6:

12 Particulars of intervals at which remuneration is to be paid

P7:

13 Particulars (see note above) – including details of any normal working hours

P8:

14 Particulars (see note above) – including entitlement to holiday pay and public holidays. You **must** give enough information to enable entitlement, including accrued holiday pay on termination, to be precisely calculated.

P9: *(complete (a) or (b), delete the other)*

15 Terms and conditions relating to sickness or injury and any provision for sick pay

or

16 Refer to provisions of some other document which the employee has reasonable opportunities of reading in the course of his or her employment or which is made reasonably accessible to him or her in some other way

P10: *(complete (a) or (b), delete the other)*

17 Particulars

or

18 Refer to provisions of some other document which the employee has reasonable opportunities of reading in the course of his or her employment or which is made reasonably accessible to him or her in some other way

P11: *(complete (a) or (b), delete the other)*

19 Period of notice

20 Period of notice

or

21 Refer to relevant legislation **or** the provisions of any collective agreement directly affecting the terms and conditions of the employment, which the employee has reasonable opportunities of reading in the

course of his or her employment or which is made reasonably accessible to him or her in some other way

P12: *(complete (a) or (b), delete the other)*

22 Details of any other rights of termination

or

23 Date

or

24 Period of likely duration

P13:

25 Details identifying the relevant agreements and indicating, where the employer is not a party, the persons by whom they were made

P14: **delete (a) or (b) as appropriate*

26 Delete words in brackets if they are inappropriate

or

27 Details of work location outside the UK

28 Period of work outside UK, where more than one month

29 Currency

30 Details of any additional remuneration payable to the employee, and any benefits to be provided, because he/she is required to work outside the UK

31 Details

P15: *(complete (a) or (b), delete the other)*

32 An explanation of the rules

or

33 Refer to provisions of some other document which the employee has reasonable opportunities of reading in the course of his or her employment or which is made reasonably accessible to him or her in some other way

P16: (complete (a) *or* (b), delete the other)

34 An explanation of the procedure

or

35 Refer to provisions of some other document which the employee has reasonable opportunities of reading in the course of his or her employment or which is made reasonably accessible to him or her in some other way

P17:

36 Name of person application should be made to, or position held (*eg supervisor*)

P18:

37 Explain how applications should be made

P19:

38 Name of person grievance should be raised with, or position held (*eg personnel officer*)

P20:

39 Explain how grievances are to be raised

P21: (complete (a) *or* (b), delete the other)

40 An explanation of the steps

or

41 Refer to provisions of some other document which the employee has reasonable opportunities of reading in the course of his or her employment or which is made reasonably accessible to him or her in some other way

P22

42 For further information on contracting out certificates, call 0845 600 2622