

APPENDIX 4 - MODEL EMPLOYER'S STATEMENT

Employer's particulars	Employer's name: Employer's address: Postcode and town: Chamber of Commerce number:
Employee's particulars	Employee's name: Employee's address: Postcode and town: Date of birth: Commencement of employment: Position: <input type="checkbox"/> male <input type="checkbox"/> female (day-month-year)
Type of employment contract	The employee: Is there a trial period? Is there any intention to terminate the employment in the near future? If so, please explain: Director / shareholder:	<input type="checkbox"/> is employed for an indefinite period / on a permanent basis <input type="checkbox"/> is employed for a definite / on a temporary basis until..... <input type="checkbox"/> is flexibly employed as a..... (e.g. temporary agency worker, stand-in worker or on-call worker) <input type="checkbox"/> no <input type="checkbox"/> yes If so, has the trial period passed? <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes
Employment continuation statement (if applicable)	If the employee continues to perform as at present and business conditions remain the same, the contract for a definite period will be converted into a permanent appointment when that period expires:	<input type="checkbox"/> no <input type="checkbox"/> yes (extra signature and company stamp) Name of signatory:
Income	1. Gross annual salary ¹ 2. Holiday allowance ² 3. Unsocial hours bonus ⁴ 4. <u>Regular</u> ³ thirteenth month's salary 5. Commission ⁴ 6. <u>Regular</u> ³ Christmas bonus 7. Overtime allowance ⁴ 8.	€ (basic salary exclusive of overtime, etc.) € € € € € € €
Loans / attachment of wages	Have you provided the employee with a private loan? Have the employee's wages been attached or has an assignment of those wages imposed?	<input type="checkbox"/> no <input type="checkbox"/> yes If so, commencement date: Principal sum €.....term.....annual payment €..... <input type="checkbox"/> no <input type="checkbox"/> yes If so, the maximum monthly amount attached €.....
<p>¹) The gross annual salary based on the usual number of working weeks in the sector. ²) If holiday vouchers were issued, note their entire value. ³) Regular refers to the unconditional income components laid down in the employment contract. ⁴) If there is a structural allowance for unsocial hours, provision and/or overtime allowance, note the amount granted over the past 12 months.</p>		
The signatory declares on behalf of the employer that this form was completed truthfully. Name of signatory: Should you want to verify the information, please contact:	Signed in.....on Signature and company stamp:..... Name:.....Tel.:	