**Written Statement of Employment**

**Template**



# TERMS OF EMPLOYMENT (INFORMATION) ACT, 1994 and 2001

# Written statement of terms of employment

This form may be used by employers for the purposes of providing an employee with a written statement of particulars of the terms of employment as required by the Employment Miscellaneous Provisions Act 2018.

This statement applies to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of employee

|  |  |
| --- | --- |
| **Name of employer** *(see note 1)* |  |
| **Address of employer** |  |
| **Place of work** |  |
| **Job title or nature of work** |  |
| **Date of commencement of employment** |  |
| **Expected duration:***(if temporary contract)* |  |
| **Rate of renumeration** |  |
| **Minimum wage pay reference period**The employee may, under Section 23 of the National Minimum Wage Act, 2000, request from the employer a written statement of the employee’s average hourly rate of pay for any pay reference period falling within the previous 12 months, as provided in that section. |  |
| **Pay intervals***(weekly, monthly or otherwise)* |  |
| **Hours of work***Note: The contract should state the employee’s terms and conditions in relation to hours of work, including:** *Length of normal working hours*
	+ *Set hours worked by the employee*
	+ *If set hours are not applicable, a band of hours should be included in line with the Employment Miscellaneous Provisions Act 2018.*
* *Requirement for work on weekends, evening work, shift rotas etc.*
 |  |

The Employer reserves the right to vary the terms of employment contained in this Agreement. The Employer will notify the Employee in writing within one month of such variation. This statement replaces all of the Employee’s previous terms and conditions of employment with the Employer. This Agreement shall be construed in all respects under the law of Ireland and the Courts of Ireland shall have non-exclusive jurisdiction in all matters relating thereto.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Proprietor/Manager/Company Secretary/Personnel Manager)

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