

TO BE COMPLETED BY THE EMPLOYER

MAIN TERMS AND CONDITIONS OF EMPLOYMENT OF A DOMESTIC WORKER IN THE UNITED KINGDOM

Before an overseas domestic worker can obtain entry clearance to accompany his or her employer to the United Kingdom he or she must be provided with a written statement of the main terms and conditions of his or her employment. Using this form helps employers to comply with that requirement.

(Name and address of employee)

(Name and address of employer)

A domestic worker for the employer since

(starting date)

Main Terms and Conditions of Employment in the United Kingdom

1. Job Title

Main duties

Starting date in the UK

2. Rate of Pay

per week/month

Other pay information

Frequency of Payment

Method of payment

3. Hours of work per week and free periods per week

4. Sleeping accommodation

5. Holidays per year

6. Ending employment

Employee must give _____ weeks notice if he/she decides to leave his/her job.

Employee is entitled to _____ weeks notice if the employer decides to dismiss him/her.

Employee is employed on a fixed-term contract until _____ (date)(if applicable)

Issued by Employer

Seen and agreed by Employee

Signed

Signed

Date

Date

1 copy to employee

1 copy to ECO

IMMIGRATION ACT 1972

Undertaking as to the maintenance and accommodation of a domestic worker

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Please complete this form in block capitals

I, _____ (name), of _____

Hereby undertake that if _____ (name of employee) is granted leave to enter or remain in the United Kingdom as my worker I shall be responsible for his/her maintenance and accommodation in the United Kingdom, throughout the period of that leave and any variation of it, and that I will maintain and accommodate him/her adequately, providing him/her with his/her own separate bedroom.

Signed _____

Dated _____

FOR OFFICIAL USE ONLY

Certificate

I certify that this undertaking has been signed by the employer and that a copy has been given to him/her.

Signature:

Date Stamp: