

EMPLOYMENT PARTICULARS

You should receive a 'written statement of employment particulars' setting out some of your main terms of employment. Your employer must give you this within two months of starting work.

Your written statement must include:

- your name
- your employer's name
- the date when your employment (and the period of continuous employment) began
- pay and the intervals at which you will be paid
- hours of work
- holiday entitlement
- entitlement to sick leave, including any entitlement to sick pay
- pensions and pension schemes
- your and your employer's entitlement to notice of termination
- job title or a brief job description
- where it is not permanent, the period for which your employment is expected to continue or, if it is for a fixed term, the date when it will end
- either the place of work or, if you're required or allowed to work in more than one location, an indication of this and of your employer's address
- details of the existence of any relevant collective agreements (such as the agreement between NASS and the NTF) which directly affect the terms and conditions of your employment - including, if your employer isn't a party, the persons by whom they were made
- a note giving certain details of disciplinary and grievance procedures.

If you're normally employed in the UK but will be required to work abroad for the same employer for a period of more than one month, the statement must also cover:

- the period for which the employment abroad is to last
- the currency in which you will be paid
- any additional pay or benefits
- terms relating to your return to the UK

Where there are no details to be given for one of the items required in the statement (for example, where there is no pension entitlement), this must be stated within the written statement."