

TO BE COMPLETED BY THE EMPLOYER

MAIN TERMS AND CONDITIONS OF EMPLOYMENT OF A DOMESTIC SERVANT 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 THESE FORM HELPS EMPLOYERS TO COMPLY WITH THIS REQUIREMENT.

NAME AND ADDRESS OF EMPLOYEE :

NAME AND ADDRESS OF EMPLOYER :

MAIN TERMS AND CONDITIONS OF EMPLOYMENT IN THE UNITED KINGDOM

1- JOB TITLE :

MAIN DUTIES :

2. STARTING DATE OF EMPLOYMENT WITH CURRENT EMPLOYER.....

3. EVIDENCE OF EMPLOYMENT (RESIDENT PERMIT + EMPLOYMENT CONTRACT)

4. RATE OF PAY :PER WEEK / MONTH

5. OTHER BENEFITS (MED COVER, INSURANCE ETC):

6. FREQUENCY OF PAYMENT :

7. METHOD OF PAYMENT :

8. HOURS OF WORK PER WEEK :

9. TIME OFF PER WEEK :

10. ACCOMMODATION PROVIDED:

IMMIGRATION ACT 1971

UNDERTAKING AS THE MAINTENANCE AND ACCOMMODATION
OF A DOMESTIC SERVANT AND CONFIRMATION OF RECEIPT
OF A LETTER TO EMPLOYER AND LEAFLET FOR SERVANTS.

TO BE COMPLETED BY EMPLOYER

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS.

I,(NAME), OF

.....

.....(ADDRESS)

HEREBY UNDERTAKE THAT IF(NAME

OF EMPLOYEE) IS GRANTED LEAVE TO ENTER OR REMAIN IN THE UNITED KINGDOM AS
MY DOMESTIC SERVANT I SHALL BE RESPONSIBLE FOR HIS/HER MAINTENANCE AND
ACCOMMODATION IN THE UNITED KINGDOM THROUGHOUT THE PERIOD OF THAT LEAVE
AND VARIATION OF IT, PROVIDING HIM / HER OWN SEPARATE BEDROOM. I WILL COMPLY
WITH UK LEGISLATION ON THE NATIONAL MINIMUM WAGE IN THE UNITED KINGDOM.

I ALSO CONFIRM THAT I HAVE READ AND UNDERSTOOD THE LETTER TO EMPLOYERS
AND LEAFLET FOR SERVANTS ENCLOSED WITH IT.

SIGNED.....

DATE

.....

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.

SIGNED

DATE