

## APPENDIX 4 - MODEL EMPLOYER'S STATEMENT

<b>Employer's particulars</b>	Employer's name: Employer's address: Postcode and town: Chamber of Commerce number:	..... ..... ..... .....
<b>Employee's particulars</b>	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) .....
<b>Type of employment contract</b>	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
<b>Employment continuation statement (if applicable)</b>	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: .....
<b>Income</b>	1. Gross annual salary <sup>1</sup> 2. Holiday allowance <sup>2</sup> 3. Unsocial hours bonus <sup>4</sup> 4. Regular <sup>3</sup> thirteenth month's salary 5. Commission <sup>4</sup> 6. Regular <sup>3</sup> Christmas bonus 7. Overtime allowance <sup>4</sup> 8. ....	€ .....(basic salary exclusive of overtime, etc.) € ..... € ..... € ..... € ..... € ..... € ..... € .....
<b>Loans / attachment of wages</b>	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><sup>1</sup>) The gross annual salary based on the usual number of working weeks in the sector.  <sup>2</sup>) If holiday vouchers were issued, note their entire value.  <sup>3</sup>) Regular refers to the unconditional income components laid down in the employment contract.  <sup>4</sup>) If there is a structural allowance for unsocial hours, provision and/or overtime allowance, note the amount granted over the past 12 months.</p>		
<p>The signatory declares on behalf of the employer that this form was completed truthfully.  Name of signatory:  .....  .....</p> <p>Should you want to verify the information, please contact:</p>	<p>Signed in.....on .....</p> <p>Signature and company stamp:.....</p> <p>Name:.....Tel.: .....</p>	

Form 30/ employer's statement / august 2013