STATEMENT OF EMPLOYMENT PARTICULARS

1 *(Insert name of worker)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

began employment with

*(insert name of employer, list Elders names)*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 Previous work for this employer **does not** count as part of your period of continuous employment.

3 A brief description of the work for which you are paid is given in the appended Role Description.

4 You are permitted to work at:

(*insert name of church or premises*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and other locations in pursuance of the purpose and objectives of this charity.

The address of your employer us

The Church Secretary, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postcode \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5 Your rate of pay will be £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour.

6 You will be paid in arrears each (*week / month*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 Your hours of work are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or by arrangement with the employer.

8 Your holiday entitlement is in accordance with statutory holiday entitlement, see

<https://www.gov.uk/holiday-entitlement-rights>

9 In case of incapacity to work you should inform the Church Secretary (note that Statutory Sick Pay is only payable when National Insurance contributions have been paid).

10 This employment does not qualify for pension contributions or a pension scheme.

*(amend if necessary)*

11 The amount of notice of termination of your employment which you are entitled to is

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The amount of notice you are required to give is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12 Your employment is permanent, subject to 11 above, to general rights of termination under the law and to the attached disciplinary procedure.

13 There are no collective agreements which directly affect the terms and conditions of your employment.

14 You are not expected to work outside the UK.

15 The person primarily responsible for the review and support of your work, your ‘supervisor’, is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

16 If you are dissatisfied with any disciplinary or dismissal decision which affects you, or if you have a grievance about your employment, you should refer this to the Church Secretary in writing.

17 You are required to participate in safeguarding training when given reasonable notice.

18 You acknowledge that you have been made aware of the church’s policies for Health and Safety (including asbestos management), Child Protection, Fire and COSHH.

Agreed on behalf of the employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by (the employee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This statement is based in the template provided by the Department for Business Innovation & Skill and has been used under Open Government Licence v3.0