



**The Right to statement of
employment particulars**

The employer must present the employee with Employment Particulars that must contain:

Employee name and Employer address.

Date of commencement of employment or continuation of employment.

The Job Title & Job Description.

Wage rates or method of calculation.

The intervals at which wages will be paid.

Normal working hours

If any, the period of probation

Length of notice obliged to the employee regarding termination

Collective agreements which directly affect the terms & conditions of employment.

Terms and Conditions relating to the following:

Entitlement to holidays and holiday pay.

Provision for sickness or injury time and pay.