

# 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 this form helps employers to comply with that requirement.

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**NAME & ADDRESS OF EMPLOYEE**

**NAME & ADDRESS OF EMPLOYER**

A domestic worker for the employer since  
..... (starting date)

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### MAIN TERMS AND CONDITIONS OF EMPLOYMENT IN THE UK

1. JOB TITLE

Main Duties

Starting date in United Kingdom

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2. RATE OF PAY

Per week/month

Other pay information

Frequency of payment

Method of payment

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3. Hours of work per week and free periods per week

4. Sleeping accommodation

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5. Holidays per year

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6. Ending the Employment:

Employee must give \_\_\_\_\_ weeks notice if he/she decides to leave his/her job.

Employee is entitled to \_\_\_\_\_ weeks notice if the employer decides to dismiss him/her.

Employee is employed on a fixed-terms contract until \_\_\_\_\_ (date) (if applicable).

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**Issued by employer**

**Seen & agreed by Employee**

Signed

Signed

Date

Date

One copy to employee :

One copy to ECO

# IMMIGRATION ACT 1971

## Undertaking as to the maintenance and accommodation of a domestic servant and confirmation of receipt of letter to employer and leaflet for servants

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*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 servant I shall be responsible for his/her maintenance and accommodation in the United Kingdom, throughout the period of that leave and any variation of it, and that I will maintain and accommodate him/her adequately, providing him/her with his/her own separate bedroom.

I also confirm that I have read and understood the letter to employers and the leaflet for servants enclosed with it.

Signed .....

Date .....

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### 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.

Signature :

Date Stamp :

## **SUPPLEMENTARY QUESTIONNAIRE FOR DOMESTIC WORKERS**

**Are you travelling alone ?**

**How long have you worked for your present employer?**

**How long will you stay ?**

**What duties do you carry out at present?**

**What duties will you carry out in the UK ?**

**Does your employer have particular dietary/entertaining needs with which you are familiar ?**

**Do you provide child care or care for an elderly or sick member of the family as part of your duties ?**

**Are there particular religious/cultural norms which your employer expects you to adhere to ?**

**Are you responsible for purchasing household goods/food ?**

**Does your employer require you to communicate in his native language ?**

**Do you provide any other special services to your employer? If so, what ?**

**Are the details on the "Terms and Conditions of Employment" questionnaire correct? Did you agree with them ? Did you sign the form ?**