MODEL

EMPLOYER'S STATEMENT

Employer's particulars

Employer's name: _____
Employer's address: _____
Postcode and town: _____
Chamber of Commerce number: _____

Employee's particulars

Employee's name: _____
Employee's address: _____
Postcode and town: _____
Date of birth: _____ *(day, month, year)*
Commencement of employment: _____ *(day, month, year)*
Position: _____

Type of employment contract

The employee:
- ☐ is employed for an indefinite period / on a permanent basis
- ☐ is employed for a fixed period / on a temporary basis until _____
- ☐ is flexibly employed as _____
  (e.g. stand-in worker, on-call worker or temporary agency worker (including phase))

Is there a trial period? ☐ no ☐ yes
If so, has the trial period expired? ☐ no ☐ yes
Has a reorganization or measure been announced that may affect the employment or income, or is there any intention to terminate the employment in the near future? ☐ no ☐ yes
If so, please explain what the impact of this is on the employee's employment or income: _____
Director / shareholder: ☐ no ☐ yes, share percentage _____ %

Employment continuation statement (if applicable)

If the employee continues to perform as at present and business conditions remain the same, will the fixed-term contract be continued or renewed when that period expires?
- ☐ yes, for a fixed period for a term of at least _____ months
- ☐ yes, for an indefinite period
- ☐ no, no continued or renewed employment contract

If the employment contract is renewed, will the employment conditions be amended, and if so, please explain how: ☐ no ☐ yes _____

Name of signatory: _____ extra signature:

Income

1. Gross annual salary [1]	€ _____ *(basic salary excluding overtime etc.)*
2. Holiday allowance [2]	€ _____
3. 13th month salary [3]	€ _____
4. Christmas bonus / end-of-year bonus [3]	€ _____
5. Structural Irregular hours allowance [4]	€ _____
6. Structural Overtime allowance [4]	€ _____
7. Structural Commission [4]	€ _____
8. Structural flexible budget, freely disposable and available as monetary payment [3]	€ _____
9. _____	€ _____
10. _____	€ _____

1) The gross annual salary based on the usual number of working weeks in the sector.
2) In the case of holiday vouchers or a time savings fund, note 100% of the value of the holiday vouchers or time savings fund.
3) Unconditional income components laid down in the employment contract.
4) Conditional income components which are usual for the type of employment and branch and this income is to be expected to continue for the future. Note the amount granted over the past 12 months.

Have you provided the employee with a private loan? ☐ no ☐ yes If so, commencement date _____
principal € _____ Term (months) _____ monthly repayment € _____

Have the employee's wages been attached or has an assignment of those wages been imposed? ☐ no ☐ yes If so, until _____ € _____ per month

The signatory declares on behalf of the employer that this form was completed truthfully.

Signed in _____ on _____

Name of signatory: _____ Signature: _____

Should you wish to verify this information, please contact:

Name: _____

Telephone: _____