APPENDIX 4 - 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: Commencement of employment: Position:	……………………………………………………… ☐ male ☐ female …………………………………………………………………………. …………………………………………………………………………. …………………………………………………………………………. ……………………………………………………………(day-month-year) ………………………………………………………………………….
Type of employment contract	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:	☐ is employed for an indefinite period / on a permanent basis ☐ is employed for a definite / on a temporary basis until……………… ☐ is flexibly employed as a..………………………………………….. (e.g. temporary agency worker, stand-in worker or on-call worker) ☐ no ☐ yes If so, has the trial period passed? ☐ no ☐ yes ☐ no ☐ yes ……………………………………………………………………….. ……………………………………………………………………….. ☐ no ☐ yes
Employment continuation statement (if applicable)	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:	☐ no ☐ yes ……………………………………………………………………….. (**extra** signature and company stamp) Name of signatory: …………………………………………………………………………
Income	1. Gross annual salary [1] 2. Holiday allowance [2] 3. Unsocial hours bonus [4] 4. <u>Regular</u> [3] thirteenth month's salary 5. Commission [4] 6. <u>Regular</u> [3] Christmas bonus 7. Overtime allowance [4] 8. ………………………………………..	€ …………………………….(basic salary exclusive of overtime, etc.) € ……………………………. € ……………………………. € ……………………………. € ……………………………. € ……………………………. € ……………………………. € …………………………….

Loans / attachment of wages	Have you provided the employee with a private loan?
	
	Have the employee's wages been attached or has an assignment of those wages imposed?
		☐ no ☐ yes If so, commencement date: ……………………
		        Principal sum €…………term…………annual payment €…….…......
		
		☐ no ☐ yes
		  If so, the maximum monthly amount attached €…………………

[1] The gross annual salary based on the usual number of working weeks in the sector.
[2] If holiday vouchers were issued, note their entire value.
[3] Regular refers to the unconditional income components laid down in the employment contract.
[4] If there is a structural allowance for unsocial hours, provision and/or overtime allowance, note the amount granted over the past 12 months.

The signatory declares on behalf of the employer that this form was completed truthfully. Name of signatory: ……………………………………………………………… ……………………………………………………………… Should you want to verify the information, please contact:	Signed in…………………………………………on …………………….. Signature and company stamp:……………………………….………………….. Name:…………………………….………………Tel.: ………………….. …………………………………………………………………………….