**Myerscough College**

**Declaration of Statement of Particulars**

**By signing this document all parties involved are confirming that a Contract of Employment or a Statement of Particulars is in place, which addresses all of the following points (where applicable) in relation to the Employment Rights Act 1996.**

*Employment particulars reference summary – for information only. This document should be used with reference to the Apprenticeship Agreement.*

Where an employee begins employment with an employer, the employer shall give to the employee a written **Statement of Particulars of Employment**. The statement may be given in instalments and shall be given not later than two months after the beginning of the employment.

**It must include:**

Employer name, employer address, employee name, date employment began, date continuous employment began, (where the job is not permanent, the period for which it is expected to continue or, or the end date for a fixed term), job title, pay scale or rate, pay interval (weekly, monthly, other specified), terms and conditions relating to hours of work (including normal working hours), terms and conditions relating to holiday entitlement, including public holidays, and holiday pay (sufficient to allow the employee’s entitlement including entitlement to accrued holiday pay on the termination of employment to be precisely calculated), terms and conditions relating to sickness and injury (including sick pay), terms and conditions relating to pensions and pension schemes, length of notice period (the place of work) or where the employee is required to work at various places (an indication of that) and collective agreements directly affecting the terms and conditions of employment.

Where the employee is required to work outside the United Kingdom for a period of more than one month it must include: the period for which the employee is to work outside the United Kingdom, the currency in which they will be paid, any additional payments and/or benefits, any terms and conditions relating to the employee’s return to the United Kingdom.

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| *Apprentice Name* | «FullName» |  |
| **Apprentice Signature** |  | **Date:** |
| **Employer Name** |  |  |
| **Employer Signature** |  | **Date:** |