



HR HELP

Statement of Employment



FREE GUIDE



Statement of Employment

An employer must give employees and workers a document stating the main conditions of employment when they start work. This is known as a 'written statement of employment particulars'. It is not an employment contract.

The written statement is made up :

- the main document (known as a 'principal statement')
- a wider written statement

Did you know that an employer must provide the principal statement on or before the first day of employment and the wider written statement within 2 months of the start of employment

There are key clauses which must be contained within the 'principal statement' such as:

- the employer's name
- the employee's or worker's name, job title or
- a description of work and start date
- how much and how often an employee or worker will get paid
- hours and days of work and if and how they may vary (also if employees or workers will have to work Sundays, nights or overtime)
- holiday entitlement (and if that includes public holidays)
- where an employee or worker will be working and whether they might have to relocate
- if an employee or worker works in different places, where these will be and what the employer's address is



- how long a job is expected to last (and what the end date is if it's a fixed-term contract)
- how long any probation period is and what its conditions are
- any other benefits (for example, childcare vouchers and lunch)
- obligatory training, whether or not this is paid for by the employer
- sick pay and procedures
- other paid leave (for example, maternity leave and paternity leave)
- notice periods

For employees, it must also include the date that a previous job started if it counts towards a period of continuous employment.



About JT HRConsultancy

At JT HRConsultancy Ltd, I provide a specialist HR service to companies needing support, whether it be recruitment, employee relations, employment law advice, contract or policy amendments or restructuring your business during these difficult times.

Your company may not possess all the necessary skills and knowledge of an HR professional to deal effectively with employee relation issues or restructuring. By ignoring your HR responsibilities and employment law could lead to unpleasant consequences and potential costly tribunals.

My clients hire me because I understand their business and provide a personalised, consistent and tailored HR service. With over 20 years' experience, I have worked in Technology, Logistics, Manufacturing, Recruitment, Commercial Cleaning, Charity and Consultancy Services as well as other industries.

Please get in touch so we can set up a quick no-obligation chat.