

Day 1 Written Statement of Employment Checklist

Name of Employer	Name of Worker
Date employment commenced.	Date continuous employment commenced (Employees only).
Job title or job description.	Any probationary period, including any conditions and its duration.
Scale or rate of pay or method of calculating pay.	Intervals at which pay is paid (e.g., weekly, monthly or other).
Terms relating to hours of work, including normal working hours, the days of the week the worker is required to work, whether or not such hours or days may be variable and if they may be how they vary or how that variation is to be determined.	Terms relating to entitlement to holidays, including public holidays, and holiday pay (sufficient to enable the worker's entitlement, including any entitlement to accrued holiday pay on the termination of employment, to be precisely calculated).
<u>Terms relating to incapacity for work due to sickness or injury, including any provision for sick pay.</u>	<u>Terms relating to any other paid leave.</u>
<u>Terms relating to pensions and pension schemes.</u>	Terms of any other benefits provided by the employer.
Length of notice which the worker is obliged to give and entitled to receive to terminate the contract.*	Where the employment is not intended to be permanent, the period for which it is expected to continue or, if it is for a fixed term, the date when it is to end. Note that special wording is required for workers covering maternity/adoption/shared parental leave.
Either the place of work or, where the worker is required or permitted to work at various places, an indication of that and the address of the employer.	<i>Whether or not any collective agreements directly affect the terms of the employment and if so the details of that agreement.</i>
<p>Whether or not the worker is required to work outside the UK for a period of more than one month and, if they are so required:</p> <ul style="list-style-type: none"> the period for which they are to work outside the UK the currency in which they are to be paid while they work outside the UK any additional pay or benefits because they are working outside the UK any terms relating to their return to the UK. 	<p>Any training entitlement provided by the employer:</p> <ul style="list-style-type: none"> Any part of that training entitlement which the employer requires the worker to complete. Any other training which the employer requires the worker to complete and which the employer will not bear the cost of. <u>Any other training entitlement provided by the employer.</u>
<i>A note specifying disciplinary rules, disciplinary procedure, dismissal procedure, grievance procedure and appeals procedures applicable to the worker.</i>	

This* may refer the worker to the law or to provisions of a reasonably accessible collective agreement. Items underlined can refer the worker to another reasonably accessible document. Where there are no particulars the statement has to state that fact. Items in italics can be given in instalments not later than two months after the start date.