



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 of:

- 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.