



# Notification of Changes to Employment Particulars

## Contractual Terms and Conditions of Employment

This notification form accommodates up to four changes of employment particulars (see 'Subjects Covered in Statement of Employment Particulars' below and Sections 1 - 4 ) and must be issued by the named employer to the named employee **within one month** after the effective date of the change(s).

### Contents of the Statement of Employment Particulars

#### SUBJECTS FOR USE IN SECTIONS 1 2 3 4

##### Part 1 - Principal

Employer & Employee names and addresses

Continuous Employment

Job Location

Type of Contract

Job Title

Remuneration

Hours of Work

Annual Leave

##### Part 2 - Supplementary

Sickness and/or Injury

Pension Arrangements

Period of Notice

Disciplinary Rules and Procedures

Grievance Procedures

Collective Workforce and Relevant Agreements



#### EMPLOYER NAME

Employer's Address

Employee Ref.

#### EMPLOYEE NAME

Employee's Address

#### 1 SUBJECT:-

Change effective from:

The changed particulars of employment are:

#### 2 SUBJECT:-

Change effective from:

The changed particulars of employment are:

#### 3 SUBJECT:-

Change effective from:

The changed particulars of employment are:

#### 4 SUBJECT:-

Change effective from:

The changed particulars of employment are:

Signature for and on behalf of EMPLOYER

Date:

Signature of EMPLOYEE

Date:

I acknowledge and accept the changes to my Statement of Employment Particulars

If notifying more than four changes to employment particulars, complete another form and indicate the number of pages issued.



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