

Written Statement of Terms and Conditions

Between

And

Date Employment Commences	
The Job Title	
The Job Description	
The Job Location	
Pay Arrangements	
The Working Hours	
Holiday Entitlement	
Sickness Absence	
Notifying of Sickness Absence	
Pension Scheme	
Ending the Employment	
Disciplinary Aims	
Disciplinary Procedure	

Grievance Aim	
Grievance Procedure	
Notifying of Future Convictions	
Supervision and Appraisal	
Health and Safety	
Time Off Arrangements	
Other Employment	
Use of Computer, including email and internet	
Training and Staff Development	
Trade Union Membership	
Expenses	
Company Vehicles	
Dress Code	
Acceptance of Gifts	
Changes to Terms and Conditions	

I acknowledge receipt of my Written Statement

Signed _____

Date _____