



**STATEMENT OF THE TERMS AND CONDITIONS OF EMPLOYMENT OF AN  
OVERSEAS DOMESTIC WORKER IN A DIPLOMATIC HOUSEHOLD IN THE  
UK**

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE EMPLOYER,  
SIGNED BY THE OVERSEAS DOMESTIC WORKER AND SUBMITTED WITH  
THE ENTRY CLEARANCE APPLICATION AS REQUIRED BY PARAGRAPH  
245ZO (e) OF THE IMMIGRATION RULES**

Please complete this form in block capitals.

Name of employee:

Name of employer:

**1. Job title:**

**2. Duties/Responsibilities:**

**3. Date of start of employment in the UK:**

**4. Employer's address in the UK:**

**5. Employee's address in the UK (if different from 4 please explain):**

**6. Employee's place of work in the UK (if different from 4 please explain):**

**7. Rate of Pay per week/month. Note: By signing this document, the employer is declaring that the employee will be paid in accordance with the National Minimum Wage Act 1998 and any Regulations made under it for the duration of the employment.**

**8. Hours of work per day/week:**

Free periods per day:  
Free periods per week:

**9. Sleeping accommodation:**

**10. Holidays:**

**11. Ending the employment:**

Employee must give.....weeks notice if he/she decides to leave his/her job.

Employee is entitled to.....weeks notice if the employer decides to dismiss him/her.

Employee is employed on a fixed-term contract until (date) [if applicable].

**Signed .....** **Date .....** **(Employer)**

**I accept the conditions of employment as described above:**

**Signed .....** **Date .....** **(Employee)**