



Home Office

# Immigration Rules

## Appendix Q

Statement of written terms and conditions of employment required in paragraph 245ZO(f)(ii) and paragraph 245ZQ(e)(ii)

This is a consolidated version of the current Immigration Rules

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# Statement of the terms and conditions of employment of an overseas domestic worker in a diplomatic household in the United Kingdom

This form must be completed and signed by the employer, signed by the overseas domestic worker and submitted with the entry clearance application or with the leave to remain application as required by paragraphs 245ZO (f) (ii) and 245ZQ (e) (ii) of the Immigration Rules.

Please complete this form in 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 confirm that my conditions of employment are as described above:

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

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