

Sep/04

*IMMIGRATION DIRECTORATES' INSTRUCTIONS*

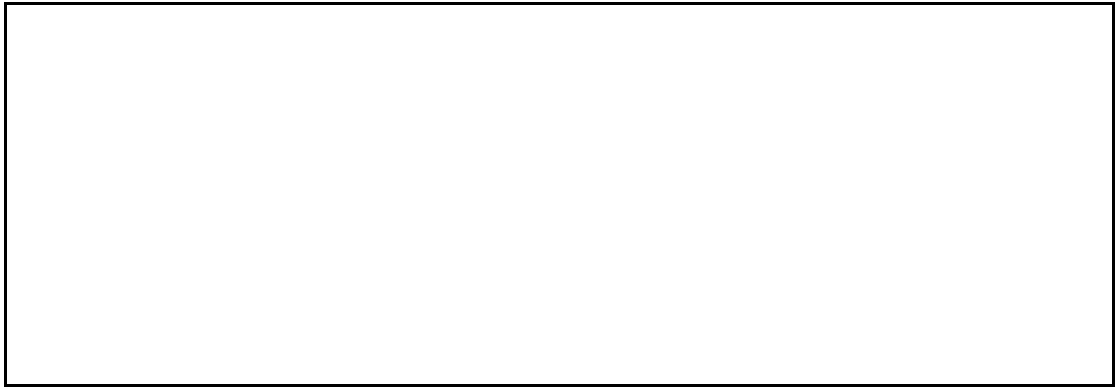
**CHAPTER 5**  
**SECTION 4**

**ANNEX N**

**PRIVATE SERVANTS IN DIPLOMATIC HOUSEHOLDS  
FORMS ISSUED TO EMPLOYERS BY ENTRY CLEARANCE OFFICERS**

**1. UNDERTAKING TO BE SIGNED BY EMPLOYERS**

<b>IMMIGRATION ACT 1971</b>	
<b>Undertaking as to the maintenance and accommodation of a domestic servant and confirmation of receipt of letter to employer and leaflet for servants</b>	
<b>TO BE COMPLETED BY THE EMPLOYER</b>	
Please complete this form in block capitals	
I, .....	(name), of
.....	(address),
hereby undertake that if ..... (name of employee) is granted leave to enter or remain in the United Kingdom as my servant I shall be responsible for his/her maintenance and accommodation in the United Kingdom, throughout the period of that leave and any variation of it, and that I will maintain and accommodate him/her adequately, providing him/her with his/her own separate bedroom.	
I also confirm that I have read and understood the letter to employers and the leaflet for servants enclosed with it.	
Signed .....	
Dated .....	
<hr/>	
<b>FOR OFFICIAL USE ONLY</b>	
<b>Certificate</b>	
I certify that this undertaking has been signed by the employer and that a copy has been given to him/her.	
Signature:	
Date Stamp:	



**2. STATEMENT OF THE TERMS AND CONDITIONS OF EMPLOYMENT**

<b>TO BE COMPLETED BY THE EMPLOYER</b>	
<b>MAIN TERMS AND CONDITIONS OF EMPLOYMENT OF A DOMESTIC SERVANT IN THE UNITED KINGDOM</b>	
<p>Before an overseas domestic worker can obtain entry clearance to accompany his or her employer to the United Kingdom he or she must be provided with a written statement of the main terms and conditions of his or her employment. Using this form helps employers to comply with that requirement.</p>	
(Name and address of employee)	(Name and address of employer)
<p>A domestic worker for the employer since ..... (starting date)</p>	
<p>Main Terms and Conditions of Employment in the United Kingdom</p>	
1.	<p>Job Title</p> <p>Main duties</p> <p>Starting date in UK</p>
2.	<p>Rate of Pay <span style="float: right;">per week/month</span></p> <p><i>Other pay information</i></p> <p>Frequency of payment <span style="float: right;">Method of payment</span></p>
3.	<p>Hours of work per week and free periods per week</p>
4.	<p>Sleeping accommodation</p>
5.	<p>Holidays per year</p>
6.	<p><b>Ending the employment</b></p> <p>Employee must give <span style="float: right;">weeks notice if the he/she decides to leave his/her job.</span></p> <p>Employee is entitled to <span style="float: right;">weeks notice if the employer decides to dismiss him/her.</span></p>

Employee is employed on a fixed-term contract until (date) (if applicable)	
<b>Issued by Employer</b>	<b>Seen and agreed by Employee</b>
Signed	Signed
Date	Date
1 copy to employee 1 copy to ECO	