

IMMIGRATION ACT 1971

Undertaking as to the maintenance and accommodation of
a domestic servant and confirmation of receipt of letter to
employer and leaflet for servants

TO BE COMPLETED BY THE EMPLOYER

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 _____

FOR OFFICIAL USE ONLY

Certificate

I certify that this undertaking has been signed by the employer and that a copy has been given to him/her.

Signature:

Date Stamp:

TO BE COMPLETED BY THE EMPLOYER	
MAIN TERMS AND CONDITIONS OF EMPLOYMENT OF A DOMESTIC SERVANT IN THE UNITED KINGDOM	
<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>	
Main Terms and Conditions of Employment in the United Kingdom	
<p>1. Job Title</p> <p style="margin-left: 40px;">Main duties</p> <p style="margin-left: 40px;">Starting date in UK</p>	
<p>2. Rate of Pay per week / month</p> <p style="margin-left: 40px;"><i>Other pay information</i></p> <p style="margin-left: 40px;">Frequency of Payment Method of payment</p>	
<p>3. Hours of work per week</p> <p style="margin-left: 40px;">And free periods per week</p>	
4. Sleeping accommodation	
5. Holidays per year	
<p>6. Ending employment</p> <p style="margin-left: 40px;">Employee must give _____ weeks notice if he/she decides to leave his/her job.</p> <p style="margin-left: 40px;">Employee is entitled to _____ weeks if the employer decides to dismiss him/her.</p> <p style="margin-left: 40px;">Employee is employed on a fixed-term contract until _____ (date) (if applicable)</p>	
<p>Issued by Employer</p> <p>Signed</p> <p>Date</p> <p style="margin-top: 10px;">1 copy to employee</p> <p>1 copy to ECO</p>	<p>Seen and agreed by Employee</p> <p>Signed</p> <p>Date</p>

**UK ENTRY CLEARANCE FOR DOMESTIC HELPERS
QUESTIONNAIRE**

1. Are you travelling alone? YES NO

2. How long have you worked for your present employer?

Since _____ / _____ (years) _____ (months)

3. How long will you stay in the UK?

4. What duties do you carry out at present?

5. What duties will you carry out in the UK?

6. Does your employer have particular dietary/entertaining needs with which you are familiar?

YES (if so, what) → _____

NO _____

7. Do you provide child care or care for an elderly or sick member of the family as part of your duties?

YES NO

8. Are these particular religious/cultural norms which your employer expects you to adhere to?

YES NO

9. Are you responsible for purchasing household goods/food?

YES NO

10. Does your employer require you to communicate in his native language?

YES NO

11. Do you provide any other special services to your employer?

YES (if so, what?) → _____

NO _____

12. Are the details on the “Terms and Conditions of Employment” questionnaire

(FORM B) correct? YES NO

Did you agree with them? YES NO

Did you sign the form? YES NO

Signed _____