|  |
| --- |
| **LETTER OF ENGAGEMENT** |

|  |  |
| --- | --- |
| **Employer:** | ID No.: |
| Address: | Telephone: |

**Employee**

|  |  |
| --- | --- |
| Name: | ID No.: |
| Address : | Telephone: |
| Address, if other: | Telephone: |
| Next of kin/wife/husband: | Telephone: |
| Education: | |

**Field of work**

|  |  |  |
| --- | --- | --- |
| Job title/brief description of work: | | |
| Place of work: | [ ] Various places of work | First day of work |

**Working time**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ] Full time work 100% | [ ] Part time ratio | | | % |  | |  |
| [ ] Daytime / [ ] Shifts | | Hours at day/week | | | From hours. | To hours. | |
| [ ] Fixed overtime | Hours at day/week | | Other: | | | | |

**Wages**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [ ] Acc. to wage agreement | | | | [ ] By agreement | | Wages ISK./month. | | | Pay grade./ Pay scale | |
| Daytime pay | | ISK/ per hour | | | | [ ] Other payments | | | | |
| Overtime pay | | ISK/ per hour | | | |  | | | | |
| [ ] Shift premium | | [ ] Acc. to wage agreement | | | | [ ] Other | % on time from/to: | | | |
| [ ] Bonus/wage premium | | | | | | [ ] Perquisites | | | | |
| [ ] Piecework | | | Price/unit | | |  | | | | |
| Form of payment | [ ] Monthly  [ ] Check | | | | [ ] Fortnightly  [ ] To account nr. | | | [ ] To weeks | | [ ] Weekly |

**Period of engagement**

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Unspecified | [ ] Fixed term | to | and employment ends without resignation. |
| [ ] Specific task/event: | | | and employment ends without resignation. |

**Term of notice, vacation allowance and sick payments**

|  |  |
| --- | --- |
| [ ] Acc. to wage agreement | [ ] Special provision |

**Acquired rights**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| [ ] Compare to earlier employment  of the company | year | month. | [ ] Compare to vocation | year | month.. | [ ] Other |

**Collective agreement**

|  |  |
| --- | --- |
| The employee's right and duties, are covered by this collective agreement: | |
| Pension fund: | Trade union: |

**Other agreements**

|  |
| --- |
| [ ] cf. enclosure. |

Place Date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of the employer