Contract of employment questionnaire

GLOBAL RECRUITMENT SOLUTIONS

Please fill in all the data fields below to help up prepare a contract of employment.

1. **Full name of employer and address including HE Company Registration Number.**	
2. Full name of employee and address. ID Passport or Cyprus Residency ID. Social Insurance Number.	
3. **Please describe the group structure, if applicable and the position of the employing company within the group.**	
4. **What is the commencement date?** **What is the date of commencement of the Employee's period of continuous employment for statutory purposes if different? Is there going to be a probationary period?** According to the Termination of Employment Law (Law 24/67) a fixed probationary period of **26 weeks** applies to each employment. The probation period however can be extended up to a maximum of **104 weeks** by written agreement, at the time of the employment (i.e specified in the employment contract).	
5. **Employee's job title, reporting line and any relevant details of job description.**	
6. **Is the employment:** • 'Fixed Term' or of 'Indefinite duration'? • To be terminable by notice? Statutory notice or enhanced contractual notice?	
7. **What is the normal retirement age?** The age of compulsory retirement today in Cyprus is set at 65 years old, with a right for early retirement and reduced pension at 63 years old.	
8. **Where is the Employee's principal place of work?**	
9. **Is the Employee required to be mobile:** • Within Cyprus • Elsewhere in the world?	
10. **Will the Employee be required to work abroad?** If so: • What is the period to be spent abroad? • If the period is not known could it be over a month at a time? • What expenses and or payments or additional will be paid for business trips/short-term or long-term assignments?	

11. **Hours of work:** • What are the Employee's normal hours of work? • Is the Employee required to work outside these hours without additional remuneration? • Is the employee working 5 or 6 days per week or less? Specify days of work to be worked each week. • Is there a requirement to work shifts and if so, is there any shift premium to be paid? • Is overtime paid? If so, at what rate? • How long is the lunch break and when can it be taken? • Is this a paid lunch break? • Is the Employee likely to work more than 48 hours on average over 17 weeks? If so, the employee may be required to sign an individual opt-out agreement to ensure compliance with the current Working Time Regulations.	
12. **Remuneration** • How much is the Employee to be paid? • Will the employee be paid 12 or 13 salaries? If no 13th salary is to be paid this should be confirmed. • When is the normal pay date and is payment in advance or in arrears? • When is the Employee's pay reviewed and when is the next review date? • What deductions will need to be from pay? Social Insurance, Tax, Medical insurance etc. • Do you need to reserve the right to pay in lieu of notice?	
13. **Please provide full details of any bonus, commission or incentive scheme in which the Employee will be entitled to or participate in.**	
14. **Does the company operate a policy in relation to expenses?** If so, please provide a copy.	
15. **Is the Employee to be provided with a company car? If so, please provide full details:** • The company car policy • Any limits on the value or type of car • Costs to be borne by the Company, insurance, petrol etc • Whether the Employee and members of his family can use the car for private use. Is the Employee to be provided with a tax free travel or fuel allowance? If so, how much and frequency of payment.	
16. **Pension – please provide full details of any pension scheme including:** • Contributory/non-contributory • Level of company contributions if any • From whom the Employee may obtain further information.	

17. **Holiday:** • What is the employer's holiday year? – What is the employer's holiday entitlement: – To public holidays? – To other holidays? – When starting or leaving work during part of the holiday year? – During a notice period? • Can unused holiday be carried forward and if so, are there any conditions? • Whose permission does the employee need to arrange holidays? • How much holiday can be taken in one block and how much notice is required to request holidays? • How is holiday pay calculated?	
18. **Please provide full details of any other benefit schemes for which the Employee may be eligible e.g.:** • Life insurance • Private medical expenses insurance • Permanent health insurance • Employee share option scheme • Accommodation • Club or professional subscriptions • Loans or discounts • Others (mobile, laptop, publications, dry cleaning, uniform etc.).	
19. **Is the employee prohibited from:** • During employment – Disclosing information? – Engaging in other business (in competition with the employer)? • Post employment – Disclosing information – Competing – Soliciting customers – Dealings with customers – Enticing employees?	
20. **Is the employee likely to produce copyright work or to make inventions or to create or develop secret or confidential business processes?** Please provide details.	

21. **With regard to sickness absence:** • Please provide details of any rules and procedures relating to notification and certification of illness • Is the Employee entitled to sick pay? If so, how much and for how long? • Does the employer reserve or wish to reserve the right to require the employee to have a medical examination?	
22. **Please provide details of any:** • Disciplinary rules • Disciplinary procedures • Performance, capability or attendance/sickness procedure • Grievance procedure – with who should a grievance be raised with? • Health and safety policy • Harassment policy • Equal opportunities policy • Is there a staff handbook? If so, please provide a copy.	
23. **Are there any Collective Agreements with recognised trade unions, which affect the employee's terms of employment?** If so, please provide copies.	
24. **What Company property may need to be returned on termination: lap top, Company credit cards, mobile phone, diary, keys, security pass, and car?**	

Please submit the completed questionnaire to **Angela Ward**, Senior HR Business Manager.

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