

NOTIFICATION FORM FOR SALARY SENIORITY

EMPLOYEE:

Name: _____ Date of birth: _____

E-mail: _____ Employee number: _____

Title: _____ Commencement date: _____

Have you been employed at OUS before? YES NO

EMPLOYER:

Leaders name: _____ Clinic, department: _____

Salary seniority is calculated on the basis of the completed notification form and certificates. All prior employment that you wish to be taken into account must be documented with certificates. These certificates must confirm the employment, include exact start and end dates and state the pro rata percentage or number of hours. Salary seniority is calculated from the age of eighteen and is pursuant to industrial agreements.

If a completed notification form is not returned, salary seniority will be set to the date on which the employment commences.

Place of employment	From date	To date	No. of days/ hours	Notes

REMARKS:

Date: _____ Signature of employee: _____