



Temporary statement of terms of employment

- A full version of our terms of employment will be sent to you.
- A full statement of our terms of employment can be found at www.jenkinsanddavies.com.
- The NAECI Agreement can be found at www.njeci.org.uk.

Name	
NI Number	
Job Title	
Grade	
Hourly Rate	Per NAECI Agreement
Second Tier/WHB	Per NAECI Agreement/Local Agreement
Coding	Per NAECI Agreement
Expected Location of work	
Expected Duration of work	
Expected Start Date	
Probationary Period	4 weeks
Expected Hours per week	38 Basic
Recruiting/Line Manager Name	
Recruiting/Line Manager Signature	
Mileage	Per NAECI Agreement
Train Fare	Per NAECI Agreement
Travelling Time	Per NAECI Agreement
Radius	Per NAECI Agreement

To J&D Timekeeper/Project Manager – all New Starters, or Restarts must receive this form completed before or on the employee’s first day of work, and a copy sent to Payroll.