

You can also submit the terms of employment online at enterfinland.fi.

Supplement form: Terms of employment

ⓘ This form is intended as an attachment to residence permit applications on the basis of work.

1. The person who fills in this form must have the right to submit information on the employment relationship and on the principal terms of work for the employee's application.
2. Please read the instructions on how to fill in the form at migri.fi/en/instructions-for-employers-on-filling-in-the-terms-of-employment. Incomplete information may delay the processing of the matter and may lead to the application being rejected.
The attachments required for this form are listed under 'Attachments'.
3. Attach this form to the residence permit application.

- I am the employer or work for the employer and handle recruitment and salary matters.
 I am authorised to represent the employer. ⓘ Attach a power of attorney.

1. Employee's details

1.1 Employee's details	Last name
	First names
	Date of birth (dd.mm.yyyy) __ . __ . __ __ ⓘ dd=day mm=month yyyy=year
	Citizenship

2. Employer's details

2.1 Employer	The employer is
	<input type="checkbox"/> an association or a sports club ⓘ Check the required attachments in section 5.2.
	<input type="checkbox"/> a private individual ⓘ Answer the question below. Check the required attachments in section 5.3.
	Will the employee's salary be paid by a substitute payer? ⓘ The substitute payer may be, for instance, a municipality that pays the salary of a personal assistant.
	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> a company ⓘ Answer the questions below. Check the required attachments in section 5.1.	
Is the employee a posted worker from another EU/EEA country and covered by the posting country's social security system during the posting period?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

	<p>Will the employee be doing temporary agency work or work in the service of a contractor or subcontractor?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Has the company been in operation for less than a year or have the company's first financial statements not been submitted to the Finnish Tax Administration?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <hr/> <p>Does the employer have its domicile and business location in Finland?</p> <p><input type="checkbox"/> Yes, the employer's registered domicile and business location is in Finland. ⓘ Fill in section 2.2.</p> <p><input type="checkbox"/> No, the employer is registered outside Finland and the employee will be sent to Finland as a posted worker. ⓘ Fill in sections 2.2. and 2.3.</p>			
<p>2.2 Employer's details</p>	<p>Name of employer</p> <hr/> <p>Business ID ⓘ If your employer does not have a Finnish business ID, enter a national company registration number. If your employer is a private individual, enter the employer's personal identity code.</p> <hr/> <p>Street address</p> <hr/> <table border="0"> <tr> <td>Postal code</td> <td>City</td> <td>Country</td> </tr> </table> <hr/> <p>Name of contact person ⓘ The person who represents the employer and will give additional information on behalf of the employer if needed. A power of attorney must be attached if the person is not employed by the employer.</p> <hr/> <p>Position of contact person</p> <hr/> <p>Email address of contact person</p> <hr/> <p>Telephone number of contact person ⓘ Please include the country code.</p>	Postal code	City	Country
Postal code	City	Country		
<p>2.3 Contractor's details</p>	<p>ⓘ Fill in this section if the employer is registered outside Finland and the employee will be sent to Finland as a posted worker. Write here the details of the contractor, meaning the company for which the employee will be working in Finland.</p> <hr/> <p>Name of contractor</p> <hr/> <p>Business ID ⓘ If the contractor does not have a Finnish business ID, enter a national company registration number. If the employer is a private individual, enter the employer's personal identity code.</p> <hr/> <p>Street address</p> <hr/> <table border="0"> <tr> <td>Postal code</td> <td>City</td> <td>Country</td> </tr> </table> <hr/> <p>Email address</p> <hr/> <p>Telephone number ⓘ Please include the country code.</p>	Postal code	City	Country
Postal code	City	Country		

	<p>Fringe benefit 2: _____</p> <p><input type="checkbox"/> As part of the salary, taxable value EUR _____ per month</p> <p><input type="checkbox"/> In addition to the salary, taxable value EUR _____ per month</p> <p>Description of the fringe benefit: _____</p> <p>Fringe benefit 3: _____</p> <p><input type="checkbox"/> As part of the salary, taxable value EUR _____ per month</p> <p><input type="checkbox"/> In addition to the salary, taxable value EUR _____ per month</p> <p>Description of the fringe benefit: _____</p> <hr/> <p>Is a collective agreement applicable to the job? ⓘ You can find the collective agreements at finlex.fi/fi/viranomaiset/tyoehdo/.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes ⓘ If you selected "yes", name the collective agreement.</p> <p>_____</p> <hr/> <p>Place of work ⓘ Select one of the two options below and state the city or town where the work will take place.</p> <p><input type="checkbox"/> The work will be done in one location. Place of work (city or town): _____</p> <p><input type="checkbox"/> The work will be done in several locations. The primary location of work (city or town): _____</p> <p>Other locations of work (cities or towns): _____</p>
<p>3.2 Specific qualifications and an accepted state of health</p>	<p>ⓘ If you are a certified employer, you can skip this section.</p> <p>Choose one of the two options below. ⓘ The employer must ensure that the employee meets the relevant requirements if the work requires an accepted state of health, specific qualifications, or a permit. For more information, see migi.fi/en/instructions-for-employers-on-filling-in-the-terms-of-employment.</p> <p><input type="checkbox"/> I have ensured that the employee's state of health is sufficient for the job, that the employee has the necessary qualifications, and/or that the employee has the permits required for the job.</p> <p><input type="checkbox"/> None of the requirements mentioned above apply to this job. I have thus not ensured that the employee has the necessary qualifications, an accepted state of health or any permits that would be required for the job.</p>
<p>3.3 Assurance from the employer</p>	<p>ⓘ If you are a certified employer, you can skip this section.</p> <p>I hereby assure in accordance with section 71b, subsection 1 of the Aliens Act that:</p> <ul style="list-style-type: none"> - I have met and will continue to meet my obligations as an employer; - the terms of employment I have agreed on with my employee comply with the provisions of law in force and with the applicable collective agreement; - the terms of employment correspond to those applied to employees in the labour market doing similar work (if a collective agreement is not applicable). <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

4. Availability of labour

❗ Fill in this section if the employee is applying for a first residence permit for an employed person ('TTOL', or the form OLE_TY1). There may also be situations that require labour market testing in connection with applications for an extended permit.

❗ Labour market testing means that the employer must establish whether any labour suitable for the work is available, within a reasonable time, from Finland or from the EU/EEA in the city or town where the employee's primary place of work will be. For more information, see migri.fi/en/labour-market-test.

<p>4.1 Availability of labour</p>	<p>Labour market testing is required for this professional field ❗ If the main professional field is named in the regional work permit policy of the ELY Centre, labour market testing is not required. For more information, see migri.fi/en/labour-market-test.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes ❗ If you selected 'yes', answer the question below.</p> <hr/> <p>Has the position been advertised on the Job Market Finland website for at least two weeks during the past six months?</p> <p><input type="checkbox"/> Yes ❗ If you selected 'yes', fill in the sections below.</p> <p>ID of the job advertisement: _____</p> <p>❗ To find the ID, see the job advertisement on the Job Market Finland website. The ID consists of 35 characters and can be found in the job advertisement under 'ID of the job advertisement' in the 'Details' section.</p> <p>How many people applied for the job during that time? _____</p> <p>Did you recruit any of them? ❗ Answer this question if there was more than one applicant.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No. Explain why:</p> <p><input type="checkbox"/> No ❗ If you selected 'no', this is what you need to do:</p> <ul style="list-style-type: none"> • Go to the Job Market Finland website (tyomarkkinatori.fi) and create a job posting with the same terms of employment as in the residence permit application. Keep the job posting on the website for two weeks. • After two weeks, submit a statement of the recruitment process to Finnish Immigration Service. Explain in your statement how many people applied for the job during the time it was advertised and how many of the applicants you employed. If none of the applicants were recruited for the job, explain why not. <hr/> <p>Were special qualifications or experience required in the job advertisement? ❗ Note that, as a general rule, language requirements concerning languages other than Finnish, Swedish or English are not accepted.</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes ❗ If the job advertisement sets specific requirements for the employee, explain in a separate attachment why the required skills are necessary for the job.</p>
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5. Attachments

❗ Attach the documents listed below to the application.

<p>5.1 Attachments when the employer is a company</p>	<p>❗ Add the following attachments if the employer is a company.</p> <p><input type="checkbox"/> A1 certificate or proof of having applied for an A1 certificate ❗ Add this attachment if the employee is a posted worker from another EU/EEA country and is insured there.</p> <p><input type="checkbox"/> Attach a contract or agreement regarding the contracting or subcontracting work or the use of temporary agency work. ❗ Add this attachment if the employee is a temporary agency worker or works in the service of a contractor or subcontractor.</p> <p><input type="checkbox"/> The most recent updated accounts (income statement and balance sheet) from the beginning of the current accounting period ❗ Add this attachment if the company has been in operation for less than a year or if the first financial statements of the company have not yet been submitted to the Finnish Tax Administration.</p>
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5.2 Attachments when the employer is an association or a sports club	<p>① Add the following attachments if the employer is an association or a sports club.</p> <p><input type="checkbox"/> Action plan</p> <p><input type="checkbox"/> Most recent annual report</p> <p><input type="checkbox"/> Documentation of the association's assets</p> <p><input type="checkbox"/> The most recent updated accounts (income statement and balance sheet) from the beginning of the current accounting period</p> <p><input type="checkbox"/> Financial statements, if they have not been submitted to the Finnish Tax Administration</p>
5.3 Attachments when the employer is a private individual	<p>① Add the following attachments if the employer is a private individual.</p> <p><input type="checkbox"/> Certificate of TyEL insurance</p> <p><input type="checkbox"/> Certificate of accident insurance</p> <p><input type="checkbox"/> Certificate of unemployment insurance</p> <p><input type="checkbox"/> Substitute payer's decision on salary payment ① Add this attachment if the employee's salary will be paid by a substitute payer.</p>
5.4 Attachments regarding labour market testing	<p><input type="checkbox"/> Proof of employee's special qualifications ① Add this attachment if specific qualifications and competence were required in the job posting.</p>
5.5 Other attachments	<p><input type="checkbox"/> Power of attorney ① Attach a power of attorney if you have been authorised to represent the employer. A power of attorney is not needed if this form is filled in by a person who is employed by the employer and who handles recruitment and salary matters.</p> <p>① If you have any other attachments, tick the box and name the attachment:</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>

6. Processing of personal data

UMA system	<p>The information you have provided on this form will be recorded in the electronic case management system (UMA) of the Finnish Immigration Service.</p> <p>The UMA system is used for processing, decision-making in and monitoring of matters governed by the Aliens Act and the Nationality Act. All documents related to the processing of your matter will be archived in the UMA system. More detailed information about the processing of your personal data and about your rights concerning the processing can be found in the privacy statement of the UMA system. You can read the statement at migri.fi/data-protection or get a paper copy of the statement when you submit your application.</p>
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7. Date and signature

<p>I hereby certify with my signature that I am competent to fill in and sign this form and that the information I have provided is correct.</p>	
<p>① If an employer or a representative of the employer gives false or misleading information to the authorities, the Finnish Immigration Service may decide to refrain from issuing residence permits regarding employment for this employer, and the employer may be committing a violation of the Aliens Act. (Aliens Act, sections 186 and 187.)</p>	
Date and place _____	Signature _____
<p>Name in block letters ① Please write your name in capitals.</p>	
<p>_____</p> <p>Position or role</p> <p>_____</p>	