

You can also submit the terms of employment online at [enterfinland.fi](https://enterfinland.fi).

## Terms of employment

① **This form is intended as an attachment to residence permit applications on the basis of work.**

① The employer, or a person authorised by the employer, must fill in and sign this form. The person signing the form must be someone who is authorised to sign on behalf of the company.

① Incomplete information may delay the processing of the matter and may lead to the application being rejected.

I am the employer.

I am authorised to represent the employer. ① Power of attorney must be attached.

## 1. Employee's details

1.1 Employee's details	Last name
	First names
	Date of birth (dd.mm.yyyy) _ . _ . _ _ _ _ _ _ <span style="float: right;">① dd=day mm=month yyyy=year</span>
	Citizenship

## 2. Employer's details

<p><b>2.1 Employer</b></p>	<p><b>The employer is</b></p> <p><input type="checkbox"/> an association or a sports club ⓘ Check the required attachments in section 5.2.</p> <p><input type="checkbox"/> a private individual ⓘ Answer the question below. Check the required attachments in section 5.3.</p> <p><b>Will the employee's salary be paid by a substitute payer? ⓘ</b> The substitute payer may be, for instance, a municipality that pays the salary of a personal assistant.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> a company ⓘ Answer the questions below. Check the required attachments in section 5.1.</p> <p><b>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?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>Will the employee be doing temporary agency work or work in the service of a contractor or subcontractor?</b></p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><b>Has the company been in operation for less than a year or have the company's most recent financial statements not been submitted to the Finnish Tax Administration?</b></p> <p><input type="checkbox"/> Yes, that is the case.</p> <p><input type="checkbox"/> No, neither of the options is true.</p> <hr/> <p><b>Does the employer have its domicile and business location in Finland?</b></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 section 2.2 and 2.3.</p>			
<p><b>2.2 Employer's details</b></p>	<p><b>Name of employer</b></p> <hr/> <p><b>Business ID ⓘ</b> Instead of a Business ID, you can state the personal identity code of a private individual who is your employer.</p> <hr/> <p><b>Street address</b></p> <hr/> <table border="0"> <tr> <td><b>Postal code</b></td> <td><b>City/town</b></td> <td><b>Country</b></td> </tr> </table> <hr/> <p><b>Name of contact person ⓘ</b> The person who will give additional information on behalf of the employer if needed.</p> <hr/> <p><b>Position of contact person in the company</b></p> <hr/> <p><b>Email address of contact person</b></p>	<b>Postal code</b>	<b>City/town</b>	<b>Country</b>
<b>Postal code</b>	<b>City/town</b>	<b>Country</b>		

	<b>Telephone number of contact person</b>
<b>2.3 Contractor's details</b>	<p>① 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> <p><b>Name of contractor</b></p>
	<b>Business ID</b>
	<b>Street address</b>
	<p><b>Postal code</b>                      <b>City/town</b>                      <b>Country</b></p>
	<b>Email address</b>
	<b>Telephone number</b>

### 3. Terms of employment

<b>3.1 Terms of employment</b>	<b>Professional field</b>
	<b>Occupation and main duties</b>
	<b>Duration of employment contract</b>
	<input type="checkbox"/> Until further notice, starting on ____ . ____ . ____ (dd.mm.yyyy). <input type="checkbox"/> Fixed-term, starting on ____ . ____ . ____ (dd.mm.yyyy) and ending on ____ . ____ . ____ (dd.mm.yyyy).
	<b>Working time</b>
	<input type="checkbox"/> Per week                      _____ hours <input type="checkbox"/> Over three weeks                      _____ hours <input type="checkbox"/> Per month                      _____ hours <input type="checkbox"/> Other, please specify: _____ hours

**Grounds for pay** ⓘ Choose one.

- Hourly pay EUR \_\_\_\_\_ per hour
- Monthly pay EUR \_\_\_\_\_ per month
- Seasonal or piece-rate pay or payment by project EUR \_\_\_\_\_ per season, task, piece or project

ⓘ Choose this option if the employee will be paid a lump sum for the work done during a certain period of time, such as during the entire employment relationship, or if the employee is paid per task, piece, project or season. Write here the time period for which the wages will be paid:

\_\_\_\_\_ (dd.mm.yyyy–dd.mm.yyyy)

**Taxable fringe benefits provided by the employer** ⓘ Such as accommodation benefit, meal allowance, full room and board, commuter tickets, company car, telephone benefit or similar. Write each benefit below. To check the maximum taxable values of fringe benefits, see [www.vero.fi](http://www.vero.fi).

**Does the employer provide any fringe benefits?**

- Yes ⓘ List all fringe benefits below.
- No

**Benefit 1:** \_\_\_\_\_

- As part of the salary, taxable value EUR \_\_\_\_\_ per month
- In addition to the salary, taxable value EUR \_\_\_\_\_ per month

Description of the benefit: \_\_\_\_\_

**Benefit 2:** \_\_\_\_\_

- As part of the salary, taxable value EUR \_\_\_\_\_ per month
- In addition to the salary, taxable value EUR \_\_\_\_\_ per month

Description of the benefit: \_\_\_\_\_

**Benefit 3:** \_\_\_\_\_

- As part of the salary, taxable value EUR \_\_\_\_\_ per month
- In addition to the salary, taxable value EUR \_\_\_\_\_ per month

Description of the benefit: \_\_\_\_\_

	<p><b>Is a collective agreement applicable to the job?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If you answered yes, name the collective agreement:</p> <hr/> <p><b>Place of work</b> ⓘ Select one of the two options below.</p> <p><input type="checkbox"/> The work will be done in one location. ⓘ State the location below.</p> <p>Place of work (city/town):</p> <hr/> <p><input type="checkbox"/> The work will be done in several locations. ⓘ List the locations below.</p> <p>The primary location of work (city/town):</p> <hr/> <p>Other locations of work (cities/towns):</p> <hr/>
<p><b>3.2</b> Specific qualifications and an accepted state of health</p>	<p>ⓘ If you are a certified employer, you can skip this section.</p> <p><b>Choose one of the two options below.</b> ⓘ If the work requires specific qualifications or an accepted state of health, a residence permit on the basis of work may only be issued to persons who meet the requirements.</p> <p><input type="checkbox"/> The work requires a licence, specific qualifications or an accepted state of health. I have ensured that the employee meets the requirements before he or she starts working.</p> <p><input type="checkbox"/> The work does not require a licence, specific qualifications or an accepted state of health.</p>

## 4. Availability of labour

ⓘ Fill in this section only if the employee is applying for a first residence permit for an employed person ('TTOL', or the paper form OLE\_TY1). As a rule, labour market testing is not required when the employee applies for an extended permit. Labour market testing means that the employer must establish whether any labour suitable for the work is available in Finland or in the EU/EEA within a reasonable time. Check whether the professional field of your employee is subject to labour market testing at [www.ely-keskus.fi/tyolupalinjaus](http://www.ely-keskus.fi/tyolupalinjaus) (in Finnish).

<p><b>4.1</b> Availability of labour</p>	<p><b>Labour market testing is required for this professional field.</b></p> <p><input type="checkbox"/> Yes ⓘ If you answered yes, answer the question below.</p> <p><input type="checkbox"/> No</p> <hr/> <p><b>Has the position been advertised on the Job Market Finland website/on the website of the TE Offices for at least two weeks during the past three months?</b></p> <p><input type="checkbox"/> Yes ⓘ If you answered yes, answer the question below.</p> <p><b>How many people applied for the job during that time?</b> _____</p> <p><b>Did you recruit any of them?</b> ⓘ 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 answered no, this is what you need to do:</p>
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	<ul style="list-style-type: none"> <li>• Go to the Job Market Finland website (<a href="http://tyomarkkinatori.fi">tyomarkkinatori.fi</a>) 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.</li> <li>• After two weeks, submit a statement of the recruitment process to the TE Offices' Work Permit Services. 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.</li> </ul>
	<p><b>Were professional qualifications required in the job advertisement?</b></p> <p><input type="checkbox"/> Yes <b>i</b> Attach a certificate of the employee's professional qualifications.</p> <p><input type="checkbox"/> No</p>

## 5. Attachments

**i** Attach the documents listed below to the application.

<p><b>5.1</b> Attachments when the employer is a company</p>	<p><input type="checkbox"/> A1 certificate <b>i</b> 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. <b>i</b> 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. <b>i</b> Add this attachment if the employer has stated that the company has been in operation for less than a year.</p>
<p><b>5.2</b> Attachments when the employer is an association or a sports club</p>	<p><b>i</b> 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>
<p><b>5.3</b> Attachments when the employer is a private individual</p>	<p><b>i</b> 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 <b>i</b> Add this attachment if the employee's salary will be paid by a substitute payer.</p>
<p><b>5.4</b> Attachments regarding labour market testing</p>	<p><input type="checkbox"/> Proof of employee's professional qualifications <b>i</b> Add this attachment if specific qualifications and competence were required in the job posting.</p>

**5.5 Other attachments**

Power of attorney ⓘ Attach a power of attorney if you represent the employer.

ⓘ If you have any other attachments, tick the box and name the attachment:

**6. Date and signature**

As required by section 71b subsection 1 paragraph 6 of the Aliens Act, I hereby assure that I have met and will continue to meet my obligations as an employer and that 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 or, if there is no applicable collective agreement, that they correspond to the terms of employment applied to employees in the labour market doing similar work. I am competent to sign this form, and a power of attorney is attached, if necessary, and the details I have provided are correct. ⓘ Tick this box only if you are not a certified employer.

ⓘ If an employer gives false or misleading information to the authorities, the Finnish Immigration Service or the Employment and Economic Development Office 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.)

**Date and place****Signature**

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\_\_\_\_\_

**Name in block letters**

\_\_\_\_\_

**Position in the company**

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