NATIONAL EMPLOYMENT COUNCIL FOR THE CATERING INDUSTRY
P.O. BOX 3416 HARARE

CONTRACT OF EMPLOYMENT IN TERMS OF CLAUSE 17 (1) OF THE COLLECTIVE BARGAINING STATUTORY INSTRUMENT 25 OF 2022

(To be completed in BLOCK LETTERS)

The contract of employment must be completed in triplicate upon engagement and submitted to the General Secretary within twenty- one days of commencement of employment and any change in status requires a fresh contract to be submitted. Failure to comply is an offence.

1. Name of Employer: .....
2. Name and Address of Establishment:.....
3. Surname of Employee: .....
4. Other Names:.....
   (As shown on National Registration Identity Card)
5. N.E.C. Employee No.:..... 6. Married: Yes / No.*
7. Date of Birth: ..... 8. Sex: Male / Female*
9. (a) National Registration Particulars: ..... District: .....
   (b) Is this a promotion?. Yes ☐ No ☐
   Date of promotion:.....
10. (a) Date employment commenced:.....
    (b) Apprentices only : Date of engagement .....
11. Residential Address:.....
12. Grade:.....Occupation:..... Occupation No.....
    (This information is obtained from the wages clause in the current Agreement and must be completed in full)
13. Rate of pay $.....weekly / Fortnightly / Monthly
14. Is accommodation supplied? Yes ☐ No ☐
15. Details of hours of work - Hours stated in excess of the maximum prescribed will be paid at overtime rates.
    (Maximum 45 hours per week, 90 hours per fortnight or 195 hrs per month)
16. Particulars of normal "day of".....
17. Details of deductions from wages other than Trade Union Contributions, PAYE and NSSA.....
    .....
    .....
    NOTE: Only deductions from wages which are permitted are those prescribed in terms of clause 13 of the CBA and section 12A of the Labour Act.
18. Previous Employment in the Industry must be noted:
    (a) Name of last establishment: .....
    (b) Date termination there: .....
    (c) Date first joined industry: .....
19. Remarks:.....
    .....
    .....
20. Next of Kin: ..... Relationship.....

NOTE: ALL SECTIONS MUST BE COMPLETED

We, the Employer and Employee acknowledge that this Contract of Employment is binding upon us until legally terminated and that any condition not specified in this contract will be subject to the provisions of the Council's Agreements.

Signed at:..... On.....20.....

.....	.....	.....
Employer	Capacity Signed As Employer	Employee

OFFICIAL USE ONLY: Date Processed..... Signature:.....
***Delete where not applicable**

NEC COPY