

# Offer of employment

This form is to be completed by the employer. The employer must have a business in Norway and be registered in the Register of Business Enterprises. It is the employer's responsibility to provide / write down on this form the necessary information concerning the working conditions. The form is to be signed by both the employer and the applicant.

**N.B.:** This is not an application for a residence permit. A copy of this offer of employment must be enclosed with the application for a residence permit.

## 1 Information about the employee

|             |                                |
|-------------|--------------------------------|
| Family name | First name                     |
| Middle name | Date of birth (day/month/year) |
| Citizenship |                                |

## 2 Information about the employer

|  |                 |  |
|--|-----------------|--|
| The responsible employer's name (company name) |                 | The organisation number. A transcript from the Register of Business Enterprises must be enclosed         |
| Address  |                 |  |
| Postal code                                    | Postal district | Representative at the employer   |
| Telephone number                               | E-mail          | Is the company an international association?<br><input type="checkbox"/> Yes <input type="checkbox"/> No |

## 3 Information about the offer of employment

|   |
|---|
| Designation of occupation (also state in Norwegian) |
| Detailed job description                            |

### Type of employment (permanent, temporary etc.) and duration

|  |      |    |
|--|------|----|
| <input type="checkbox"/> Permanent employment  |      |    |
| <input type="checkbox"/> Project   | From | To |
| <input type="checkbox"/> Temporary   | From | To |
| This work offer is valid   | From | To |
| What are the requirements for work experience and formal qualifications for the position?  |      |    |
| <input type="checkbox"/> Unskilled labour / no qualifications required<br><input type="checkbox"/> Vocational education at upper secondary level - number of years<br><input type="checkbox"/> University college or university education<br><input type="checkbox"/> Requirement for completed degree (specify which)<br><input type="checkbox"/> Relevant work experience – number of years<br><input type="checkbox"/> Other requirements |      |    |
| What qualifications (formal education and work experience) does the employee have?   |      |    |
| Certified copies of references and examination certificates/diplomas must be enclosed together with a translation into Norwegian or English by an authorised translator. Original references and examination diplomas/certificates must be presented on submission of the application for a residence permit.  |      |    |
| Are the employee's qualifications relevant to the position?  |      |    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |      |    |
| If yes; why? The employer should also give an account of the business and number of employees with equivalent qualifications.  |      |    |
| Has the local employment office been notified about the vacant position?   |      |    |
| <input type="checkbox"/> Yes <input type="checkbox"/> No   |      |    |

#### 4 Wage and working conditions

The employer guarantees that the wage and working conditions are not inferior to the collective wage agreement / wage scale in force, or what is otherwise normal for the place and profession/trade in question. If such collective wage agreement or wage scale does not exist, the employer guarantees that the wage and work conditions are not inferior to what is normal for the place and occupation concerned.

|   |  |
|---|--|
| Does a collective agreement or pay scale exist for the industry?<br><input type="checkbox"/> Yes <input type="checkbox"/> No  |  |
| If yes, state which one   |  |
| If no, document that the the pay and working conditions are not poorer than what is normal for the place and occupation concerned.  |  |
| Pay (gross in NOK) paid by the employer in Norway. Other remuneration is not to be included in this amount.   |  |
| Will the employee receive other remuneration in addition to the pay stated above?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| If yes, specify what remuneration:  |  |
| Working hours (hours per week)  |  |
| If work is carried out over and above normal working hours, you are requested to submit confirmation (if necessary from the Labour Inspection Authority) that this is in accordance with the provisions of the Working Environment Act relating to working hours. |  |
| Will the employee be working in Norway for the entire period for which a residence permit has been applied for?<br><input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| If no, what period or periods of time will the employee work in Norway? (Use a separate sheet if necessary)   |  |

#### 5 I confirm that the information given above is correct

|  |      |
|--|------|
| Place  | Date |
| The employer's stamp and signature             |      |
| The signature of the employees' representative |      |
| The employee's signature                       |      |