



## EMPLOYMENT STATEMENT REQUIRED UNDER THE CANADA LABOUR CODE, PART III

An employer must, within the first 30 days of an employee's employment, provide the employee with a written statement containing information relating to their employment that is prescribed by Regulations.

### A) Parties to the employment relationship

Name of employee:

Legal name of employer:

Common name of employer, if different from legal name:

B) Job title of the employee:

Brief description of their duties and responsibilities:

C) Address of the ordinary place of work:

D) Date on which the employment starts (YYYY-MM-DD):

E) Term of the employment:

Example 1: fixed term contract (start date and end date)  
Example 2: permanent status (no planned end date)

F) Duration of the probationary period, if any:

For information related to probationary periods please consult the following web page:

[Termination, layoff or dismissal - Canada.ca](https://www24.international.gc.ca/employment-emploi/employment-conditions-conditions-emploi/employment-statement-declaration-emploi/declaration-emploi-eng.aspx)

**G) Description of the necessary qualifications for the position:**

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**H) Description of any required training for the position:**

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**I) Hours of work for the employee:**

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1							
2							
3							
4							

**Information on the calculation of those hours and rules regarding overtime hours:**

Example: no regularly scheduled hours of work

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**J) Rate of wages or salary:**

- Example 1: \$25 per hour
- Example 2: \$0.45 per mile
- Example 3: Additional compensation of \$20 per pick-up/drop
- Example 4: Compensation for installation of tarps on a truck: \$25
- Example 5: Safety bonus: additional \$0.05 per mile

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**Rate of overtime pay:**

Example: overtime paid at 1.5 x the regular rate of wages  
For information on overtime please consult the following web page:  
[Overtime - Federally regulated workplaces - Canada.ca](https://www.canada.ca/en/employment-social-development/services/over-time.html)

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**K) Frequency and timing of pay days and the frequency of payment of any other remuneration:**

Example: On Thursdays every 2 weeks

**L) Mandatory deductions from wages:**

For information on deductions please consult the following web page:

[Pay and minimum wage, deductions, and wage recovery - Canada.ca](#)

**M) Information about how the employee can claim reimbursement of reasonable work-related expenses, if applicable:**

**Additional information:**

Example 1: The employee will drive a truck provided by the employer

Example 2: The employee's handbook provides additional details related to pay and bonus conditions