



<b>Employee</b>			
Last name	First name	Home telephone number	Work telephone number
Postal address		E-mail	
Trade union			<input type="checkbox"/> Not a member

<b>Employer</b>	
Name	Telephone number
Postal address	Postal code and locality
Industry	
Employers' association	
<input type="checkbox"/> Not a member	

<b>Details of the employment relationship</b>			
Employment contract			
<input type="checkbox"/> Oral	<input type="checkbox"/> Written	<input type="checkbox"/> Valid until further notice	<input type="checkbox"/> Valid for a fixed period
Duration			
Started on	/	20	Ended on / 20
		Trial period	months
Applicable collective agreement			

<b>Please provide information on the following</b>	
(Continue overleaf, if necessary)	
<input type="checkbox"/> End of the employment contract terminated by giving	Notice/Cancelled on / 20
Reason	_____
<input type="checkbox"/> Lay-off	_____
<input type="checkbox"/> Working-hour report	_____
<input type="checkbox"/> Report on annual holidays	_____
<input type="checkbox"/> Certificate of employment, requested on	/ 20 from who _____
The certificate of employment must give the duration of the employment relationship, type of the work tasks and	
<input type="checkbox"/> reason for ending the employment relationship	
<input type="checkbox"/> brief assessment of the employees' working skills	
<input type="checkbox"/> brief assessment of the employee's conduct	
<input type="checkbox"/> Pay calculation, requested on	/ 20 from who _____
for the paid salary for the following period: / 20 - / 20	
<input type="checkbox"/> Details of the main terms and conditions of the employment relationship (in writing)	
<input type="checkbox"/> Other information	_____

### Additional information on the matter

### Appendices

- Notice of the termination of employment
- Lay-off notice
- Pay certificate
- Employment contract
- Certificate of employment
- Annual holiday calculation
- Pay calculations \_\_\_\_\_ (give number)
- Other appendices \_\_\_\_\_ (give number)

I hereby authorise the occupational health and safety authorities to disclose my name and the information I have given to third parties (such as the employer and the occupational health and safety delegate of my workplace) so that the matter can be investigated.

Place

Time

Signature

/ 20

## **Please note the following**

### **Before requesting outside help**

You should first try to settle any differences with your employer at the workplace. If necessary, you should be in contact with your shop steward or other employee representatives. Outside help is only needed if the parties at the workplace fail to settle their differences.

### **If you are a trade union member**

Trade unions are responsible for the employment relationship matters of their members. If you are a member of a trade union, you should contact your trade union for assistance. Most trade unions provide their members with legal aid, which Regional State Administrative are unable to do.

### **Filling in the control request form**

You should enter all the necessary information on the control request form. You should enclose to the request the copies of your employment contract and other documents providing additional information on the matter. Any original documents you have enclosed to the request will be returned to you in due course.

You should think carefully what matters you include in your request and you should also give the reasons for requesting outside help. Requests that are clearly unjustified will not be considered.

The Regional State Administrative Agencies can help you in the drawing up of pay claim calculations by providing guidance and instructions concerning the content of collective agreements and labour legislation. Regional State Administrative Agencies do not, however, prepare pay claim calculations.

### **What measures will the Regional State Administrative Agency take after the matter has been filed?**

The competent Regional State Administrative Agency (see section "*Where should I send the request form?*" below) will handle the matter according to its practices. Usually this entails contacting the employer with regard to the matter. In most cases the inquiry will be done in writing, and, if necessary, the employer is requested to submit records of working hours, annual holidays, or other documents. An inspection report will be prepared on the basis of the investigation.

### **How long will the processing take?**

As a rule, matters concerning employment relationships will be processed within one month of the filing of the matter.

### **What are the costs?**

The processing of employment relationship matters at Regional State Administrative Agencies is free of charge to the employee and the employer.

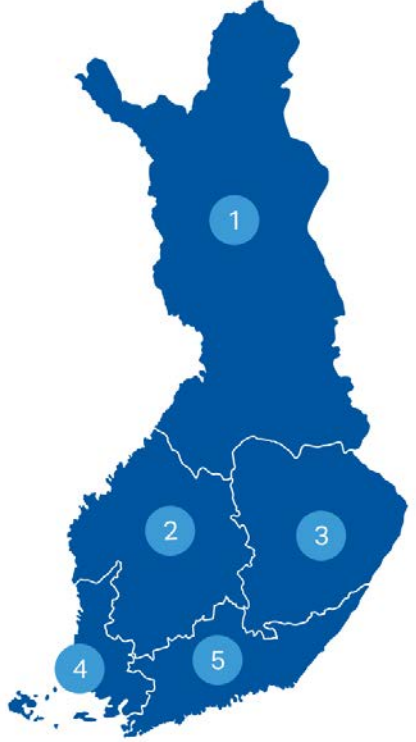
### **What will happen after the Regional State Administrative Agency has examined the matter?**

Employees and employers should make every effort to settle matters concerning employment relationships between themselves. This is often in the interest of both parts. The agreement should

be in writing. If no agreement can be reached, the matter can be brought before a general court. Public legal aid offices and law firms can provide you with assistance in these matters. Regional State Administrative Agencies do not provide legal aid or act as agents for law firms.

### Where should I send the request form?

Send the original and signed control request form to your local Regional State Administrative Agency:

<b>1. Northern Finland</b> (Pohjois-Pohjanmaa, Kainuu, Lappi)	<b>Pohjois-Suomen aluehallintovirasto</b> <b>Työsuojelun vastuualue</b> <b>PL 229, 90101 Oulu</b> tyosuojelu.pohjoinen@avi.fi	
<b>2. Western and Inland Finland</b> (Pirkanmaa, Keski-Suomi, Etelä-Pohjanmaa, Keski-Pohjanmaa, Pohjanmaa)	<b>Länsi- ja Sisä-Suomen aluehallintovirasto</b> <b>Työsuojelun vastuualue</b> <b>PL 272, 33101 Tampere</b> tyosuojelu.lansi@avi.fi	
<b>3. Eastern Finland</b> (Etelä-Savo, Pohjois-Savo, Pohjois-Karjala)	<b>Itä-Suomen aluehallintovirasto</b> <b>Työsuojelun vastuualue</b> <b>PL 1741, 70101 Kuopio</b> tyosuojelu.ita@avi.fi	
<b>4. Southwestern Finland</b> (Satakunta, Varsinais-Suomi, Ahvenanmaa)	<b>Lounais-Suomen aluehallintovirasto</b> <b>Työsuojelun vastuualue</b> <b>PL 22, 20801 Turku</b> tyosuojelu.lounais@avi.fi	
<b>5. Southern Finland</b> (Uusimaa, Kanta-Häme, Päijät-Häme, Kymenlaakso, Etelä-Karjala)	<b>Etelä-Suomen aluehallintovirasto</b> <b>Työsuojelun vastuualue</b> <b>PL 110, 00521 Helsinki</b> tyosuojelu.etela@avi.fi	

For further information visit [www.tyosuojelu.fi](http://www.tyosuojelu.fi) (contact information search under "Yhteystiedot")