**PERSONAL DATA**

|  |  |  |  |
| --- | --- | --- | --- |
| *Surname, first name* | | *Personal identity number* | |
| *Address* | *Postcode* | | *City* |

Temporary employment means that you will be employed for a few, short periods 1).

To be available in this way means that a new employment relationship commences for every period of employment.

The offer of temporary employment will be made by telephone. Naturally, you have the right to turn down such an offer.

Completed service is reported separately and service will be confirmed for each occasion by the manager in question.

This confirmation is divided into two identical copies. The employee receives one and the other is archived at the department.

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City and date City and date

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Head of department/equivalent Employee

1. See Section 9, point 2 of ‘anställningsförordningen’ (the employment ordinance) (SFS 1994:373). Only available in Swedish.

Form version 2014.1. Archived at the department. When the form is no longer valid, it is archived at the Payroll Unit.