

Assignment offer form

The form must be completed by the client registered with a business address in Norway and be registered in the Norwegian Central Coordinating Register for Legal Entities.

The applicant must be an employee of the foreign enterprise that has entered into a contract with the enterprise for the provision of services of a limited duration (seconded employee). The contract between the client in Norway and the foreign enterprise must be enclosed.

If the applicant is employed in an international enterprise and is going on assignment to the Norwegian part of the enterprise, the contract may in exceptional cases be replaced by an affirmation from the employer outside Norway that the applicant is going to work at the enterprises part in Norway for a defined and limited period of time. The applicant's employment contract with the employer outside of Norway must allways be enclosed.

The client is responsible for providing the required information about the assignment and the applicant's employment relationship abroad on this form.

This is not an application for a residence permit. A copy of this assignment offer must be enclosed with the application for a residence permit.

1 Personal data about the applicant

Family name		First name	
Middle name		Previous name/family name, if any	
Date of birth (day/month/year)	Country	Citizenship	
Registered address outside Norway (street)			
Postal code	Postal district	E-mail	

2 Information about the client

Client (name of enterprise)		Organisation number	
The enterprise's address		Postal code	Postal district
The enterprise's telephone number		The enterprise's e-mail address	
Contact person with the enterprise			

3 Information about the employer outside of Norway

Employer (name of enterprise)		Contact person with the employer	
The enterprise's address		Postal code	Postal district
Country	The enterprise's telephone number	The enterprise's e-mail address	

4 Information about the assignment

Designation of occupation and where in Norway the assignment is to be completed	
Detailed job description	
The duration of the assignment From date: _____ To date: _____	Does this offer of an assignment lapse on a certain date? <input type="checkbox"/> No <input type="checkbox"/> Yes, state when: _____
What are the requirements for work experience and formal qualifications for the assignment? <input type="checkbox"/> Unskilled labour / no qualifications acquired <input type="checkbox"/> Vocational education at upper secondary level - number of years <input type="checkbox"/> University college or university education <input type="checkbox"/> Requirement for completed degree (specify which) <input type="checkbox"/> Relevant work experience – number of years <input type="checkbox"/> Other requirements	
What qualifications (formal education and work experience) does the applicant 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 applicant's qualifications relevant to the assignment? <input type="checkbox"/> Yes <input type="checkbox"/> No, state why: _____	
If yes, state why: _____	

5 Wage and working conditions

The wage and working conditions must not be inferior to the collective wage agreement / wage scale for the trade in Norway. If such collective wage agreement or wage scale does not exist, the wage and working conditions must not be inferior to what is otherwise normal for the place and occupation concerned.

Does a collective agreement or pay scale exist for the industry? <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). Other remuneration is not to be included in this amount.
Will the employee receive other remuneration in addition to the pay stated above? <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 applicant be working in Norway for the entire period for which a residence permit has been applied for? <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)

6 Client's responsibility

- It is the client's responsibility to submit the required information about the assignment and the service provider's employment relationship abroad.
- The client is obliged to inform the applicant's employer abroad about the requirement concerning pay and working conditions during the stay in Norway; see section 5.
- The client must ensure that the applicant's employer abroad meets the requirement for pay and working conditions during the assignment, and must be able to document this to the supervisory or immigration authorities on request. The "obligation to ensure" will be satisfied if the client provides information about applicable requirements, makes it a contractual condition that the contractor complies with the requirements and obtains documentation concerning the employee's pay and working conditions by means of spot checks.

7 Signature

I confirm that the information stated in this assignment offer is correct. For the client in Norway the signature also entails that he/she is familiar with the duties to inform and ensure that is indicated in point 6

Place and date (day/month/year)	Signature of the client
Place and date (day/month/year)	Signature of the applicant
Place and date (day/month/year)	Signature of the applicant's employer outside of Norway