



Utlendingsdirektoratet
Norwegian Directorate
of Immigration

Offer of employment

The form must be filled in by the employer (electronically or using capital letters). The employer must have a place of business in Norway and must be registered in the Central Coordinating Register for Legal Entities. The employer is responsible for ensuring that all necessary information about the employment relationship is included. The form must be signed by both the employer and employee (the applicant). The information provided in the form is binding for the employer even if it signed by an authorised representative.

If there will not be established an employment relationship with the employee, please use the form "Assignment offer"

1 Information about the employee

Family name		First name	
Middle name	Date of birth (day.month.year)	Nationality	

2 Information about the employer

Responsible employer (name of firm)		Organisation number	
Address			
Postal code	Postal district		
Contact person			
Phone number	E-mail		
Is the enterprise part of an international company (a company engaged in business in at least two countries)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Is the enterprise a staffing agency? <input type="checkbox"/> Yes <input type="checkbox"/> No			

3 Employment relationship and duration

<input type="checkbox"/> Permanent employment, from:			
<input type="checkbox"/> Temporary, from:		to:	Duration:
Will the employee be hired out? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Will the employee work in Norway during the whole period he or she is offered employment? <input type="checkbox"/> Yes <input type="checkbox"/> No The employee will not work in Norway from: to:			

4 Information about the offer of employment

Job title (in both Norwegian and English)
Detailed description of the work tasks
Is authorisation or approval by the Norwegian competent authority required in order to carry out the work tasks? <input type="checkbox"/> Yes The applicant must enclose the approval. <input type="checkbox"/> No
What formal qualifications does the enterprise require for the job? <input type="checkbox"/> None <input type="checkbox"/> Work experience, please specify: <input type="checkbox"/> Vocational education (at upper secondary school level), please specify: <input type="checkbox"/> Higher education, please specify: <input type="checkbox"/> Other type of competence, which?: At what level?: Why?:
What formal competence does the employee have? Level: Duration: Field/trade: Original certificates and exam grades, and a translation of them into Norwegian or English, must be presented when the application for a residence permit is submitted.
For seasonal work outside agriculture and forestry and for unskilled workers from the Barents region: Has a statement been obtained from the Norwegian Labour and Welfare Administration (NAV)? <input type="checkbox"/> Yes The applicant must enclose the statement. <input type="checkbox"/> No

5 Pay and working conditions

Is there a collective agreement or pay scale for the sector/industry? <input type="checkbox"/> Yes Which (name, entered into between): You must enclose a copy of the first page of the agreement and the page showing the relevant pay rates. Mark the pay rate the applicant is being offered. <input type="checkbox"/> No The employer must document that the pay offered is normal for the place and occupation in question, for example in the form of wage statistics from a trade association. Alternatively, pay can be offered in accordance with the pay scale for Norwegian government employees if the job requires a bachelor's degree as a minimum (pay grade 42) or minimum a master's degree (pay grade 47).
Only monetary compensation for work carried out is deemed to be pay. The coverage of expenses and other benefits, for example free accommodation, cannot be included in this amount. Pay (gross in NOK) paid by the employer in Norway: _____ per hour

If necessary, the UDI will calculate the monthly and annual pay based on the table below. If the employer uses a different calculation method, it must be specified and documented that it is in accordance with the collective agreement, pay scale or what normally applies in the place and occupation in question.

hours per week	35,5	37,5	40
hours per day	7,1	7,5	8
hours per month	153,8	162,5	173,3
hours per year	1 846	1 950	2 080

Extra shifts and similar are not regarded as guaranteed working hours and cannot be included here.

Guaranteed working hours: hours per week, corresponding to the following percentage of a full time equivalent position:

If the working hours deviate from normal working hours, you must specify what overtime arrangements apply. You must also enclose confirmation that this is in accordance with the Working Environment Act (if necessary from the Norwegian Labour Inspection Authority).

For staffing agencies:

Are there one or several concrete assignments?

Yes Place of work:

 Job description:

 Duration:

 The applicant must enclose confirmation from the client.

No

6 Information for the employer

If an employer, wilfully or with gross negligence, provides materially incorrect or manifestly misleading information in a case that falls under the Immigration Act, the employer may be liable to punishment by fines or a term of imprisonment not exceeding six months, or both (see the Immigration Act Section 108 second paragraph letter c).

If the employer, grossly or repeatedly, violates the provisions of the Immigration Act that are intended to safeguard the pay and working conditions of foreign employees, the Directorate of Immigration may decide on a period of disqualification, which means that we will not grant residence permits for the performance of work for the employer (see the Immigration Act Section 27 fifth paragraph).

The Act relating to the Working Environment, Working Hours and Employment protection etc. (the Working Environment Act) also applies to foreign employees.

7 Signatures

If both parties have not signed, we may reject the application for a residence permit.

I hereby confirm that the information is correct and complete.

Place and date	Employer's signature and stamp
Place and date	Employee's signature