Agreement number:

**ENTRY LETTER FOR THE AGREEMENT TO COMPLETE A JOB /**

**AGREEMENT TO PERFORM WORK**

Type of employment relationship: [ ]  1) **Agreement on the performance of work \***
 [ ]  2) **Employment agreement \*\***

**First name, surname, title of the employee:**

Department: Funded from:

Job description:

Education (to be filled in only for foreigners):

Name of direct supervisor:

Date of work – for an [ ]  indefinite [ ]  period, from:  possibly to:

In the agreement on the performance of the work, state the total scope of work (max. however, 300 per calendar year)

In the case of an employment agreement, state the scope of work in hours **/ per**

The amount of remuneration:

Possible arrangement of extra bonus for:

Remuneration payment method:

New employee's phone number:

New employee's email address:

\* agreement with a limit of max. 300 working hours per calendar year, from remuneration up to CZK 10,000 incl. does not pay social and health insurance

\*\* agreement with a limit of max. 20 working hours per week (on average in a calendar year), social benefits are paid from the remuneration and health insurance

Operation Commander – NAME and signature:

Budget Administrator - NAME and signature:

Note: