



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Federal Department of Foreign Affairs (FDFA)

Protocol
Section Privileges and Immunities
Bundesgasse 32, 3003 Bern

Permanent Mission of Switzerland to UNOG
Legal and Protocol Section
P.O. Box 194 – 1211 Geneva 20

*This form has to be completed **in three original copies** and must be sent by the Embassies to the Protocol and by the Permanent Missions or the International Organisations to the Swiss Mission.*

EMPLOYER'S DECLARATION

This declaration is made by an employer authorised by the Federal Department of Foreign Affairs to engage a private household employee in his/her service in Switzerland, in accordance with the Private Household Employees Ordinance of 6 June 2011 (PHEO).

The employer:

Family name:	_____
First name/s:	_____
Address:	_____
Function:	_____
Mission/Consular Post/Organisation:	_____

declares that he/she wishes to engage **as a private household employee** in his/her service:

Family name:	_____
First name/s:	_____
Date of birth:	_____
Civil status:	_____
Nationality/ies:	_____
Private address at the time of the request:	Street and number: _____ _____ Postcode: _____ Town: _____ Country: _____

In accordance with the PHEO, the employer makes the following declarations to the Swiss authorities:

- He/she confirms that he/she is familiar with the provisions of the PHEO and, in particular, those relating to the working conditions and salary of the private household employee, and that he/she undertakes to apply and respect the provisions of the employment contract entered into by him/her with the private household employee;
- He/she confirms that the private household employee is not a member of his/her family;
- He/she confirms that he/she is aware of his/her obligation to employ the private household employee on a full-time basis and that said employee is prohibited from working for another employer pursuant to the PHEO (except upon the express and exceptional authorisation of the Federal Department of Foreign Affairs in accordance with the PHEO) or from taking employment in the Swiss labour market;
- He/she guarantees that he/she will register the private household employee for compulsory Swiss social insurance (including insurance against risk of illness or accident) from the moment the private household employee enters service or, if the private household employee chooses to remain insured abroad, that he/she will help the private household employee to make his/her request for exemption to the competent cantonal authority;
- He/she guarantees that he/she will pay all contributions and premiums to the Swiss or foreign compulsory social insurance scheme (both for employer and employee) including insurance against risk of illness or accident and that he/she will pay all other costs in accordance with the PHEO;
- He/she undertakes to provide the private household employee with accommodation and food or, failing this, to pay the private household employee the allowances stipulated in the PHEO;
- He/she confirms:
 - ☐ that he/she has found a private household employee in Switzerland;
 - ☐ that he/she has not found a private household employee in Switzerland, despite having made efforts in this respect, all of which are evidenced in the letter annexed hereto;
 - ☐ that he/she has just assumed his/her functions in Switzerland, that the private household employee was already in his/her service abroad and that he/she requests dispensation from the obligation to look for a private household employee in Switzerland.

Place, date: _____

Signature of the employer: _____