

## Employment Contract Checklist

**JURISDICTION**

<b>In which jurisdiction is this contract to operate? eg State/Territory</b>	
--	--

**Note:** not suitable for employees employed in the state system (generally public sector or local government employees) or employees in WA who are employed by sole traders, partnerships or unincorporated associations.

**EMPLOYER**

<b>Full Name or Company Name &amp; ACN</b>	
<b>Address (No. Street Name, Suburb, Postcode)</b>	

**EMPLOYEE**

<b>Full Name</b>	
<b>Address (No. Street Name, Suburb, Postcode)</b>	
<b>Job Title</b>	

**TYPE OF EMPLOYMENT**

	Casual	Part Time	Full Time
<b>Pick type</b>			

**IF CASUAL, COMPLETE DETAILS**

<b>Start Date</b>	
-------------------	--

**IF PART TIME, COMPLETE DETAILS**

<b>Start Date</b>	
<b>Work Hours</b> <b>Monday start/finish</b> <b>Tuesday start/finish</b> <b>Wednesday start/finish</b> <b>Thursday start/finish</b> <b>Friday start/finish</b> <b>Saturday start/finish</b> <b>Sunday start/finish</b>	

**IF FULL TIME, COMPLETE DETAILS**

<b>Start Date</b>	
<b>Normal hours of work per week</b> <b>eg max 38 hours</b>	

**PAYMENT OPTIONS**

	<b>Salary</b> <b>eg \$50,000 p.a.</b> <b>Note amount is exclusive of superannuation</b>	<b>Hourly Rate</b> <b>eg \$25.00 per hr</b> <b>Note amount is exclusive of superannuation</b>
<b>Complete amount</b>		

**PAYMENT METHOD**

	<b>Directly into Employee's Bank Account</b>	<b>By Cash or Cheque</b>
<b>Pick method</b>		

**PAYMENT FREQUENCY**

	<b>weekly</b>	<b>fortnightly</b>	<b>monthly</b>
<b>Pick frequency</b>			

**PAYMENT TIME**

	<b>In arrears</b>	<b>In advance</b>	<b>½ in arrears, ½ in advance</b>
<b>Pick time</b>			

**COMMISSION OR BONUS PAYABLE**

<b>Complete details of commission or bonus (in sentence form)</b>	
---	--

**ADDITIONAL CLAUSES**

<b>Include a guarantee of annual earnings clause in the contract? Yes/No</b>	
<b>Include a set-off clause in the contract? Yes/No</b>	
<b>Include a confidentiality clause in the contract? Yes/No</b>	
<b>Include a restricted activities clause in the contract? Yes/No</b>	
<b>Include an intellectual property clause in the contract? Yes/No</b>	
<b>Include a medical certificate requirement clause in the contract? Yes/No</b>	

**ADDITIONAL DUTIES / CONDUCT?**

<b>Complete details of any additional duties for the Employee (see question page for duties included in contract)</b>	
---	--

<b>Complete details of any additional types of conduct for the Employee (see question page for conduct included in contract)</b>	

**TERMINATION**

<b>Notice Period eg 4 weeks, 7 days, 24 hours?</b>	
<b>Probation Period How many weeks?</b>	