

Employment Contract Checklist

☐ **JURISDICTION**

In which jurisdiction is this contract to operate? eg State/Territory	
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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**

Full Name or Company Name & ACN	
Address (No. Street Name, Suburb, Postcode)	

☐ **EMPLOYEE**

Full Name	
Address (No. Street Name, Suburb, Postcode)	
Job Title	

☐ **TYPE OF EMPLOYMENT**

	Casual	Part Time	Full Time
Pick type			

☐ **IF CASUAL, COMPLETE DETAILS**

Start Date	
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☐ IF PART TIME, COMPLETE DETAILS

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

☐ IF FULL TIME, COMPLETE DETAILS

Start Date	
Normal hours of work per week eg max 38 hours	

☐ PAYMENT OPTIONS

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

☐ PAYMENT METHOD

	Directly into Employee's Bank Account	By Cash or Cheque
Pick method		

☐ PAYMENT FREQUENCY

	weekly	fortnightly	monthly
Pick frequency			

☐ **PAYMENT TIME**

	In arrears	In advance	½ in arrears, ½ in advance
Pick time			

☐ **COMMISSION OR BONUS PAYABLE**

Complete details of commission or bonus (in sentence form)	
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☐ **ADDITIONAL CLAUSES**

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

☐ **ADDITIONAL DUTIES / CONDUCT?**

Complete details of any additional duties for the Employee (see question page for duties included in contract)	
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Complete details of any additional types of conduct for the Employee (see question page for conduct included in contract)	

☐ **TERMINATION**

Notice Period eg 4 weeks, 7 days, 24 hours?	
Probation Period How many weeks?	