

EMPLOYMENT AGREEMENT

By signing this document, the parties enter into a legally binding agreement for the employment of Employee by Employer.

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1.	Date	
2.	Name of Employer	
3.	Address of Employer	
4.	Tax Number of Employer (if applicable)	
5.	Name of Employee	
6.	Address of Employee	
7.	Date of Birth of Employee	
8.	Tax Number of Employee (if applicable)	
9.	Details of Working Permit of Employee (or confirmation that no Working Permit is required)	<p>Employee is permitted to work in [country] because Employee [is a citizen of [country] OR holds the following Working VISA: [insert details including expiry date].</p> <p>Employee's continuing employment is conditional upon Employee continuing to be permitted to work in [country].</p>
10.	References and background checks	Employee's employment is subject to Employer completing to its satisfaction background checks and receiving satisfactory references in respect of Employee.
11.	Job Title	Employee's job title is [state here].
12.	Job Specification	<p>As part of the employment, Employee will be required to: [list here the main duties of Employee which are part of Employee's job specification]</p> <p>The above is only a summary of the main duties of Employee and Employee may be required by Employer to undertake different or additional duties.</p>
13.	Duration of Employment	<p>Employee's employment starts on [the date this agreement is signed OR insert date].</p> <p>Employee is employed on a [permanent basis subject to the terms of this agreement OR fixed term basis expiring on [insert date] subject to the terms of this agreement].</p>
14.	Supervisor	Employee's supervisor will be [state name].

		Employer may change Employee's supervisor from time to time.
15.	Duration of Probationary Period	<p>The probationary period will last <i>[insert duration e.g. three months]</i>.</p> <p>During the probationary period, Employer or Employee may terminate this agreement by giving the other <i>[immediate OR e.g. one week's or one month's]</i> notice.</p>
16.	Normal Place of Work	Employee will work <i>[from Employee's home OR at Employer's offices in [state address]]</i> or at such other place as Employer may reasonably require.
17.	Pay	<p>Employee's salary is <i>[state currency and amount] [per year/hour]</i>.</p> <p>Salary payments are subject to any deductions authorised or required by law.</p>
18.	Method of Payment	Employee's salary will be paid <i>[weekly OR monthly]</i> in arrears <i>[in cash OR by bank transfer to Employee's bank account]</i> .
19.	Pay Review	Employee's pay will be reviewed annually in <i>[state month]</i> and may be increased from time to time at Employer's discretion without affecting the other terms of this agreement.
20.	Hours of Work	<p>Employee's normal hours of work are <i>[state start time]</i> to <i>[state end time]</i> <i>[Monday to Friday]</i>.</p> <p>Employee may be required to work <i>[such additional hours as may be necessary for the proper performance of Employee's duties without extra remuneration OR additional hours which will be remunerated at [the same rate as its normal hours or [state overtime rate]]</i>.</p>
21.	Incapacity	<p>If Employee is absent from work due to incapacity, Employee must notify Employee's supervisor no later than <i>[time]</i> on the first day of absence.</p> <p><i>[Subject to satisfying the relevant requirements Employee will receive Statutory Sick Pay (SSP) under applicable law. Employee's qualifying days for SSP purposes are [Monday] to [Friday].]</i></p>
22.	Holiday	Employee is entitled to <i>[number] [days' OR hours]</i> paid holiday during each holiday year or the pro rata equivalent if Employee works part time. This includes public holidays.