

AUSTRALIAN EMPLOYMENT AGREEMENT FORM

Position Applied For: _____ Work Location: _____

Applicant Information:

Full Name: _____
Date of Birth: _____ Gender: _____
Address: _____
Phone Number: _____
Email Address: _____

Employment Details:

Employment Type (e.g., Full-time, Part-time, Casual): _____
Hours of Work: _____
Hourly/Annual Rate: _____
Superannuation Contribution: _____

Emergency Contact Information:

Full Name: _____
Relationship: _____
Phone Number: _____

Australian Employment Terms and Conditions:

1. Position and Duties

The Employee agrees to be employed in the position stated above and to undertake the duties and responsibilities as directed by the Employer. The Employee agrees to comply with all lawful and reasonable directions given by the Employer.

2. Probation Period

The Employee’s employment will be subject to a probationary period as agreed between the Parties. During this period, either Party may terminate the employment with one week’s notice.

3. Hours of Work

The Employee’s ordinary hours of work are as stated above. Overtime may be required and will be compensated in accordance with applicable Australian laws.

4. Remuneration

The Employee’s remuneration shall be as stated above and paid in accordance with the Employer’s usual payroll practices. The Employer will make mandatory superannuation contributions as required by law.

5. Leave Entitlements

The Employee is entitled to leave in accordance with the National Employment Standards and applicable awards or agreements, including annual leave, personal/carer’s leave, and parental leave.

6. Confidentiality

The Employee must keep confidential all information relating to the Employer's business, clients, and employees during and after the term of employment.

7. Termination

Employment may be terminated by either Party in accordance with the notice periods and procedures prescribed by Australian employment law and any applicable award or agreement.

8. Workplace Health and Safety

The Employee agrees to comply with all workplace health and safety policies and procedures. The Employer will provide a safe work environment in accordance with Australian WHS legislation.

9. Anti-Discrimination

Both Parties agree to comply with all anti-discrimination laws applicable in Australia. Harassment or discrimination of any kind will not be tolerated.

10. Entire Agreement

This Agreement constitutes the entire agreement between the Parties regarding the Employee's employment and supersedes all prior agreements and understandings.

11. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of Australia and the relevant State or Territory in which the employment is principally carried out.

12. Dispute Resolution

Any disputes arising under this Agreement shall be dealt with in accordance with applicable Australian laws and any agreed dispute resolution procedures.

13. Privacy

Personal information collected during the recruitment and employment process will be handled in accordance with the Privacy Act 1988 (Cth) and related legislation.

14. Policies and Procedures

The Employee agrees to abide by all reasonable policies and procedures of the Employer, as amended from time to time, including codes of conduct and ethics.

Declarations:

I declare that the information provided in this Employment Agreement Form is true and correct to the best of my knowledge. I understand and agree to abide by the terms and conditions outlined in this Agreement and acknowledge that this Agreement is legally binding under Australian law.

Signatures:

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

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