

# FULL TIME EMPLOYMENT CONTRACT

Location: \_\_\_\_\_ Parties: \_\_\_\_\_

## Employer Details:

Company Name: \_\_\_\_\_

ABN (Australian Business Number): \_\_\_\_\_

Address: \_\_\_\_\_

## Employee Details:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number / Email: \_\_\_\_\_

## Position and Duties:

Job Title: \_\_\_\_\_

Duties and Responsibilities: \_\_\_\_\_

## Employment Terms:

Type of Employment: Full-Time

Hours of Work: \_\_\_\_\_

Place of Work: \_\_\_\_\_

## Remuneration and Benefits:

Salary / Wage: \_\_\_\_\_ AUD

Pay Frequency (e.g. Weekly, Fortnightly): \_\_\_\_\_

Leave Entitlements: \_\_\_\_\_

## Probationary Period:

Duration: \_\_\_\_\_

Performance Review and Confirmation: \_\_\_\_\_

## Duties and Conduct:

Employee agrees to faithfully and diligently perform all duties required by Employer and comply with all lawful directions and policies.

## Confidentiality and Intellectual Property:

Employee shall keep confidential all information relating to the business, affairs, and clients of the Employer both during and after the term of employment. All intellectual property developed by Employee in relation to their employment shall be the sole property of Employer.

## Termination of Employment:

Either party may terminate this employment by providing the other with written notice as required by the Fair Work Act 2009 (Cth) or any applicable award or agreement. Employer may terminate employment without notice for serious misconduct.

**Workplace Health and Safety:**

Employee shall comply with all Workplace Health and Safety laws and policies. Employer will take reasonable steps to provide a safe workplace.

**General Provisions:**

This Contract constitutes the entire agreement between the parties. Any amendments must be in writing signed by both parties. If any provision is unenforceable, the remainder shall remain in full force. The laws of Australia and relevant state or territory laws govern this Contract.

**Signatures:**

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

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