

Sample Employment Agreement

EMPLOYMENT AGREEMENT	
EMPLOYER: Name: Address: Telephone: Business:	EMPLOYEE: Name: Address: Telephone: OFFER OF EMPLOYMENT Job Title:
Job Description	
Childcare: Yes ___ No ___ Childcare Responsibilities: Housekeeping Responsibilities:	Number of Children: _____ Ages of Children: _____ Yes: ___ No: ___ Will employee be required to provide pet care? Yes: ___ No: ___ Does the employee have any additional responsibilities?
Wages and Work Availability	
Gross wages of \$ _____ weekly Frequency of pay: _____ weekly Hours of work: _____ /wk	\$ _____ monthly _____ biweekly Schedule of hours: Which days? To be paid after _____ hrs
Number of days off: _____ /wk Overtime rate: _____ /hour	_____ monthly _____ /wk

Sample Employment Agreement (...continued)

Vacation	
Weeks of vacation time with pay:	2 weeks every year
Paid general/public holidays:	
Days of paid sick leave	___ /year
Other leave:	
<p>The employer agrees to provide the employee with information regarding wages and approximately amounts of deductions from pay.</p> <p>___ Income Tax deductions will be taken at source</p> <p>___ The employer will make contributions to Canada Pension Plan and to Employment Insurance</p> <p>Duration of Employment:</p>	
Qualifications	
First Aid: Yes ___ No ___	Date Completed:
Police Background Check: Yes ___ No ___	Date Completed:
Terms of Separation	
<p>The employer and the employee agree to abide by provincial labour standards regarding written notice of termination of employment.</p> <p>Amendments to this contract must be made in writing and agreed to by both parties.</p>	
Signature of Employer	Signature of Employee
<p>I certify that the duties outlined above are accurate and correct.</p> <p>I will abide by provincial labour standards</p> <p>I will provide a Record of Employment on termination of employment.</p> <p>Signature: _____</p> <p>Date: _____</p>	<p>I have read the employment agreement and understand it.</p> <p>Signature: _____</p> <p>Date: _____</p>