

To create a Standard Employment Contract document package, you need to provide the information listed to the left. Print this checklist out for convenience and gather the information before you start online.

## Standard Employment Contract

### Employer details

- The type of entity the employer is – that is, sole trader, sole trader with business name, partnership, limited liability partnership, or company.
- Employer’s registered address.
- How Employer refers to its customers – (i.e. clients, customers, members, patients, etc.)

#### Notes

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### Employee’s details

- Employee’s full name.
- Employee’s home address.
- Job title.
- Name and title of employee’s Line Manager.
- Employee’s job description.
- Specific qualifications relevant to position.
- Specific organisation membership relevant to position.
- Particular license or registration relevant to position.

#### Notes

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### Contract

- The date terms of contract begin.
- The date contract will be signed.
- Employment for fixed or non-fixed period.
- Whether probationary period applies and how long.
- Whether employee’s hours are fixed or variable.
- Whether employee is entitled to meal breaks or any other breaks (i.e. lunch or morning tea).
- Address where employee will work.
- Other locations employee may be required to work at temporarily.
- Whether employee is required to travel in Australia or overseas to carry out their duties.

#### Notes

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## Pay details

- Annual salary or hourly rate.
- Employee to be paid in arrears or in advance.
- Paid by cheque or bank transfer.
- How often employee is paid (i.e. weekly, monthly, or other).
- Rate of superannuation employer will pay.
- Employer's default superannuation fund.
- Whether annual pay review will be held.
- Employee's eligibility for possible bonus.
- Whether employee is entitled to commission of sales.
- Reimbursement arrangements for the employee's cost of using their vehicle for work-related purposes.

### Notes

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## Other terms and conditions

- Amount of annual leave (in days) employee is allowed each year.
- If employee can be considered a shift worker.
- If employee is required to work some public holidays.
- Employer's annual shutdown period (if applicable) for which employee must save/take annual leave.
- Whether driving is necessary for completing employee's duties.
- Where Employer's Health and Safety Policy is to be found.

### Notes

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