

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.
- Whether employer will use an existing HR manual, or purchase a Cleardocs one. Refer to the HR Policies and Procedures Manual on Cleardocs or see <http://www.cleardocs.com/products-australian-staff-handbook.html>.
- How Employer refers to its customers – (i.e. clients, customers, members, patients, etc.)

Notes

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

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

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

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
