**This** employment **agreement (“Agreement”) is made and effective as of {FullName}, {DbO}, {Status}, 20\_\_ by and between:**

**Employer:** {EmployerName}, (“Employer”) with a mailing address of {EmployerAddress}, and

**Employee:** {FullName}, (“Employee”) with a mailing address of {EmployeeAddress}.

**WHEREAS** the Employer intends to hire the Employee for the **{Position}** and the Employee desires to provide their services to the Employer for payment.

**IN CONSIDERATION** of promises and other good and valuable consideration, the parties agree to the following:

**I. EMPLOYEE DUTIES**

The Employee agrees that they will act in accordance with this Agreement and with the best interests of the Employer in mind, which may or may not require them to present the best of their skills, experience, and talents, to perform all the duties required of the **{Position}**. In carrying out the duties and responsibilities of their Position, the Employee agrees to adhere to any and all policies, procedures, rules, regulations, as administered by the Employer. In addition, the Employee agrees to abide by all local, county, State, and Federal laws while employed by the Employer.

**II. RESPONSIBILITIES**

The Employee shall be given the job title of **{Position}**, (“Position”) which shall involve:

* {Responsibility1}: {Description of responsibility 1}.
* {Responsibility2}: {Description of responsibility 2}.
* {Responsibility3}: {Description of responsibility 3}.

The Employer may also assign duties to the Employee from time to time by the Employer. The Employee shall be expected to work ☐ full-time ☐ part-time.