Sample contract of employment

Statement of main terms and conditions of

employment

Employer’s name:

Employee’s name:

Date of commencement of employment:

Main place of work:

Job title: Personal assistant

Duties and responsibilities:

As set out in the job description. The employer may require you to carry out other

reasonable duties as required.

Probationary period:

There will be a probationary period of (\*usually three months). At the end of this

period, the position will be reviewed and, if satisfactory, the continuation of your

employment will be confirmed. During the probationary period, either party can

terminate employment by giving one week’s notice.

Hours of work:

Your hours of work will be:

■ (Insert number of hours) weekday hours

■ (Insert number of hours) weekend hours

■ (Insert number of sleepovers if required) sleepover(s)

There is a need for the employee to be flexible and these hours may be changed

as required according to the employer’s needs. If hours need to be changed or

additional hours worked, the employer will give as much notice as possible.