

# Job Contract Form Sample for Part-Time Employees

This **job contract form sample** is designed specifically for part-time employees, ensuring clear terms and conditions are outlined. It helps both employers and employees understand their rights, responsibilities, and job expectations. Using this template promotes transparency and legal compliance in part-time employment agreements.

## 1. Employee Information

Full Name	<hr/>
Address	<hr/>
Contact Number	<hr/>
Email Address	<hr/>

## 2. Employer Information

Company Name	<hr/>
Contact Person	<hr/>
Company Address	<hr/>
Phone/Email	<hr/>

## 3. Position & Duties

Position Title: 

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Job Description / Duties:

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## 4. Terms of Employment

Employment Start Date	<hr/>
Employment End Date (if applicable)	<hr/>
Working Hours per Week	<hr/>
Work Schedule	<hr/>
Hourly Wage/Salary	<hr/>
Payment Frequency	<hr/>

## 5. Additional Terms

- Both parties can terminate this contract with \_\_\_\_\_ days notice.
- All company policies and rules apply to the employee.
- Other conditions: 

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## 6. Signatures

<b>Employer Signature</b>	_____
<b>Date</b>	_____
<b>Employee Signature</b>	_____
<b>Date</b>	_____