

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	_____
Address	_____
Contact Number	_____
Email Address	_____

2. Employer Information

Company Name	_____
Contact Person	_____
Company Address	_____
Phone/Email	_____

3. Position & Duties

Position Title: _____

Job Description / Duties:

4. Terms of Employment

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

5. Additional Terms

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

6. Signatures

Employer Signature	_____
Date	_____
Employee Signature	_____
Date	_____