

# Job Contract Form Sample

This **job contract form sample** includes a confidentiality agreement to protect sensitive information and define employee obligations. It ensures clear terms regarding duties, compensation, and confidentiality commitments are established between employer and employee. Using this form helps maintain legal compliance and safeguard company interests.

## 1. Parties

**Employer Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

## 2. Position and Duties

The Employee is hired as *[Job Title]*. The Employee agrees to perform the duties and responsibilities described in the attached job description and any additional duties as reasonably assigned by the Employer.

## 3. Compensation

**Salary:** \$ \_\_\_\_\_ per *[hour/week/month/year]*

**Pay Period:** \_\_\_\_\_

**Benefits:** \_\_\_\_\_

## 4. Employment Term

This agreement is effective as of *[Start Date]* and will continue *[at-will/until end date]* unless terminated per the terms of this contract.

## 5. Confidentiality Agreement

**Confidentiality.** The Employee acknowledges that during their employment, they may have access to confidential information including, but not limited to, business strategies, financial data, customer lists, trade secrets, and intellectual property. The Employee agrees not to disclose, copy, or use any such information for any purpose other than for the benefit of the Employer, both during and after the term of employment.

Upon termination of employment, the Employee will promptly return all materials containing confidential information. Any breach of this confidentiality agreement may result in legal action.

## 6. Termination

Either party may terminate this agreement with *[number of days]* days' written notice. Upon termination, all obligations regarding confidentiality survive.

## 7. Governing Law

This agreement will be governed by the laws of *[State/Country]*.

## 8. Entire Agreement

This document constitutes the entire agreement between the parties and supersedes all prior understandings or agreements.

**Employer Signature:**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Employee Signature:**

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

