

# Employment Contract Form Sample with Job Description

An **employment contract form sample** with job description provides a clear and legally binding agreement between employer and employee. It outlines the role, responsibilities, and terms of employment to ensure mutual understanding. This document is essential for formalizing the working relationship and protecting both parties' rights.

## 1. Employer and Employee Information

|                  |       |
|------------------|-------|
| Employer Name    | _____ |
| Employer Address | _____ |
| Employee Name    | _____ |
| Employee Address | _____ |

## 2. Job Description

|                          |   |
|--------------------------|---|
| Job Title                | _____   |
| Department               | _____   |
| Supervisor               | _____   |
| Primary Responsibilities | <ul style="list-style-type: none"><li>• _____</li><li>• _____</li><li>• _____</li></ul> |

## 3. Terms of Employment

|                  |   |
|------------------|---|
| Employment Type  | <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary/Contract |
| Start Date       | _____   |
| Probation Period | _____   |
| Work Schedule    | _____   |
| Compensation     | _____   |
| Benefits         | _____   |

## 4. Confidentiality and Policies

The employee agrees to abide by all company policies and procedures and maintain the confidentiality of all proprietary information.

## 5. Termination

This contract may be terminated by either party with notice as specified below:  
Notice Period: \_\_\_\_\_

## 6. Signatures

|                    |       |
|--------------------|-------|
| Employer Signature | _____ |
| Date               | _____ |
| Employee Signature | _____ |
| Date               | _____ |

*This is a sample employment contract form. Please customize it according to your company's policies and local legal requirements.*

