

# Employment Statement Template For Part-Time Employees

This **employment statement template** is designed specifically for part-time employees, providing a clear and concise outline of job roles, hours, and conditions. It ensures both employer and employee understand the terms of part-time employment, promoting transparency and legal compliance. Ideal for businesses seeking standardized documentation for their part-time workforce.

## 1. Employer and Employee Details

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

## 2. Job Title and Description

**Job Title:** \_\_\_\_\_

**Brief Description of Duties:**

## 3. Working Hours

| Day       | Start Time | End Time |
|-----------|------------|----------|
| Monday    | _____      | _____    |
| Tuesday   | _____      | _____    |
| Wednesday | _____      | _____    |
| Thursday  | _____      | _____    |
| Friday    | _____      | _____    |
| Saturday  | _____      | _____    |
| Sunday    | _____      | _____    |

## 4. Salary and Payment

**Hourly Rate:** \$\_\_\_\_\_

**Pay Frequency:** (e.g., weekly, bi-weekly, monthly) \_\_\_\_\_

**Method of Payment:** \_\_\_\_\_

## 5. Employment Start Date & Duration

**Employment Start Date:** \_\_\_\_\_

**Employment End Date (if applicable):** \_\_\_\_\_

## 6. Benefits & Entitlements

- **Holiday Entitlement:** \_\_\_\_\_
- **Sick Leave:** \_\_\_\_\_

- Other Benefits: \_\_\_\_\_

## 7. Notice Period

**Notice required for termination (by either party):** \_\_\_\_\_

## 8. Additional Terms & Conditions

\_\_\_\_\_

### Signatures

|                           |       |             |
|---------------------------|-------|-------------|
| <b>Employer Signature</b> | _____ | Date: _____ |
| <b>Employee Signature</b> | _____ | Date: _____ |