

# Personal Contract Form Sample

This **personal contract form sample** is designed to simplify the creation of employment agreements by providing a clear and concise template. It outlines essential terms such as job responsibilities, compensation, and duration to ensure mutual understanding between employer and employee. Using this form helps formalize employment relationships while protecting both parties' rights.

## 1. Parties

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Employer Name: .....

Employer Address: .....

Employee Name: .....

Employee Address: .....

## 2. Position & Responsibilities

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Job Title: .....

Job Description/Responsibilities:

## 3. Duration of Employment

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Start Date: .....

End Date (if applicable): .....

## 4. Compensation

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Salary/Rate: .....

Payment Frequency: .....

## 5. Other Terms

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List benefits, probation, confidentiality, etc.

## 6. Signatures

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Employer Signature: ..... Date: .....

Employee Signature: ..... Date: .....