

# Detailed Employment Contract Form Sample for Permanent Staff

This **employment contract form** sample provides a comprehensive template designed specifically for permanent staff, ensuring clarity in job roles, responsibilities, and legal obligations. It helps both employers and employees establish a clear understanding of terms to foster a professional working relationship. Utilizing this detailed form minimizes risks and promotes transparency in employment agreements.

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## 1. Parties to the Agreement

Employer Name:

Employee Name:

Address of Employer:

Address of Employee:

## 2. Position and Duties

Job Title:

Department:

Reporting to (Supervisor):

Job Description / Key Responsibilities:

## 3. Term of Employment

Commencement Date:

Permanent/Full-time/Other (specify):

## 4. Remuneration

Monthly Salary:

Other Compensation (allowances, bonuses, etc.):

Payment Method:

## 5. Working Hours and Leave

Working Days/Hours:

Annual Leave Entitlement:

Other Leave (sick, maternity, etc.):

## 6. Probation (if applicable)

Probation Period:

Evaluation Criteria:

## 7. Confidentiality and Non-Disclosure

☐ The employee agrees to confidentiality and non-disclosure terms

## 8. Termination

Notice Period (Employer):

Notice Period (Employee):

Grounds for Termination:

## 9. Other Terms and Conditions

## 10. Signatures

Employer Signature:

Date:

Employee Signature:

Date:

Submit