

# Employment Statement Template

Use this **employment statement template** with a confidentiality clause to clearly outline job responsibilities and safeguard sensitive information. It ensures both employer and employee understand their obligations regarding data privacy. This template is essential for maintaining trust and protecting company secrets.

## 1. Position Details

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

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

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

**Department:** \_\_\_\_\_

**Manager/Supervisor:** \_\_\_\_\_

## 2. Job Responsibilities

- Perform all duties as described in the attached job description.
- Comply with all company policies and procedures.
- Report to assigned supervisor and complete tasks in a timely manner.
- Maintain professional conduct at all times within the workplace.

## 3. Terms of Employment

- **Type:** [ Full-time / Part-time / Temporary / Contract ]
- **Probation Period:** \_\_\_\_\_ months
- **Work Hours:** \_\_\_\_\_
- **Remuneration:** \$\_\_\_\_\_ per [ hour / week / month ]

## 4. Confidentiality Clause

The Employee acknowledges that during their employment, they may have access to confidential and proprietary information, including but not limited to business operations, client data, financial information, trade secrets, and intellectual property ("Confidential Information").

The Employee agrees not to disclose, use, or make available any Confidential Information, directly or indirectly, to any third party, both during and after the term of employment, without the prior written consent of the Employer. This obligation survives the termination of employment.

All Confidential Information remains the property of the Employer. Upon termination or request, the Employee shall return or destroy all copies of such information.

## 5. Acknowledgment

By signing below, both the Employer and Employee agree to the terms outlined in this Employment Statement, including the Confidentiality Clause.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_