

# sample contract of employment

DIRECT PAYMENT USERS. YOU MAY WISH TO ADD TO OR EDIT THIS DOCUMENT TO MEET YOUR REQUIREMENTS. THE COUNCIL DOES NOT TAKE RESPONSIBILITY FOR THIS DOCUMENT, RECRUITMENT OR EMPLOYMENT OF PERSONAL ASSISTANTS.

## Sample contract of employment

### Statement of main terms and conditions of employment

**Employer's name:**

**Employee's name:**

**Date of commencement of employment:**

**Main place of work:** *(insert your address)*

**Job title:** Personal Assistant

**Duties and responsibilities:**

As set out in the job description. The employer may require you to carry out other reasonable duties as required.

**Probationary period:**

There will be a probationary period of (*\*usually three months*). At the end of this period the position will be reviewed and if satisfactory the continuation of your employment will be confirmed. During the probationary period either party can terminate employment by giving one week's notice.

**Hours of work:**

Your hours of work will be

*(Insert number of hours) weekday hours*

*(Insert number of hours) weekend hours*

*(Insert number of sleepovers if required) sleepover(s)*

There is a need for the employee to be flexible and these hours may be changed as required according to the employer's needs. Under these circumstances, where hours need to be changed or additional hours worked, the employer will give as much notice as possible.