

AUSTRALIAN NATIONAL EMPLOYMENT CONTRACT CHECKLIST

- The Parties - Employer and Employee.
- Date of Contract.
- The Role – title.
- Status – Full Time/Part Time/Casual/Fixed term.
- Date employment will commence.
- Date employment will end - if fixed term.
- Award and Classification - if any.
- Fair Work Information Statement – all employees.
- Casual Employment Information Statement – if applicable.
- Position Description.
- Direct Report.
- Work Location.
- Probation Period.
- Warranty - entitled to work in Australia.
- Warranty - not restrained by previous employment contract.
- Duties of employee.
- Working Hours
- Remuneration - Salary. Superannuation. Other Benefits.
- Performance/Salary Review.
- Leave Entitlements
- Policies and Procedures.
- Workplace Health and Safety.



- Personal Data.
- Intellectual Property
- Confidentiality.
- Conflict of Interest.
- Other business.
- Dress code.
- Authority to enter contracts on employer's behalf.
- Termination – Grounds. Notice Period. Gardening leave.
- Return of property.
- Post-Employment - Ongoing obligations.
- Restraint Clause – if any.
- Non-disparagement.
- Independent legal advice.
- Jurisdiction.
- Severance.
- Entire Agreement.

*This document is provided as a guide and should not be relied upon as legal advice. It applies to national system employees. Local government and state public sector employees are not covered by the national system.