

Employment Contract for Directors

1. What is the name and address of the Employer?
<<Insert Answer (1)>>
2. What is the name and address of the Employee?
<<Insert Answer (2)>>
3. What is the job title?
<<Insert Answer (3)>>
4. What is the Commencement Date of the employment?
<<Insert Answer (4)>>
5. Will previous employment be taken into account for employment for this job?
<<Insert Answer (5)>>
6. What is the length of the contract?
 - a) indefinite period
 - b) fixed period (if yes, specify the period)
 - c) a specific purpose (specify the purpose)
 - d) other (describe)<<Insert Answer (6)>>
7. Will there be a probation period? If yes, specify the length of the probation period?
<<Insert Answer (7)>>
8. Enter the working hours
<<Insert Answer (8)>>
9. Are these hours?
 - a) fixed?
 - b) open to change by the Employer?
 - c) other (describe)<<Insert Answer (9)>>
10. Is the job on a part time basis?
<<Insert Answer (10)>>

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11. Where will the Employee be required to work?
<<Insert Answer (11)>>

12. Will the Employee be required to work on a permanent basis to work at different venues? If yes, will relocation be required by the Company?
<<Insert Answer (12)>>

13. What will be the Senior Employment?
<<Insert Answer (13)>>

14. Will there be commission paid?
a) if yes, what percentage?
b) if percentage, is this fixed?
c) if not fixed, what are the conditions when the rate changes?
<<Insert Answer (14)>>

15. Will the salary include a bonus to be paid?
a) weekly
b) monthly
c) when earned
d) other (describe)
<<Insert Answer (15)>>

16. When is the salary to be paid?
a) weekly
b) monthly
c) other (describe)
<<Insert Answer (16)>>

17. Is there an overtime rate?
<<Insert Answer (17)>>

18. Is there a salary review? If yes, when will it take place?
<<Insert Answer (18)>>

19. Is the Employee subject to any other conditions? If so, please specify.
<<Insert Answer (19)>>

20. Will the remuneration package include the right to purchase shares in the company? If yes, set out details

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- <<Insert Answer (20)>>
21. What is the holiday entitlement?
<<Insert Answer (21)>>
22. Can the Employee carry over holiday into the following year?
<<Insert Answer (22)>>
23. Is there a limit to the number of times an Employee can take holiday in any one time? If yes, what is the limitation?
<<Insert Answer (23)>>
24. Is there a set period when holiday must be taken?
<<Insert Answer (24)>>
25. What are the dates of the holiday year?
<<Insert Answer (25)>>
26. How do holidays accrue?
<<Insert Answer (26)>>
27. What sick leave will be paid?
a) full pay
b) statutory minimum
c) other (describe)
<<Insert Answer (27)>>
28. After how long will a medical certificate be required?
a) one week
b) one month
c) other (describe)
<<Insert Answer (28)>>
29. From whom can the Employee obtain information about the Company's Maternity, Paternity and Parental Leave Policies?
<<Insert Answer (29)>>
30. Is there a company pension scheme?
a) voluntary?
b) automatic upon employment

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c) non-contributory?

d) Other (describe)

<<Insert Answer (30)>>

31. Is the Employee eligible to participate in the Company's Health Insurance schemes?

<<Insert Answer (31)>>

32. Is a restrictive covenant in the Agreement required to include a time limit, and/or a geographical limit, (if so, give details)?

<<Insert Answer (32)>>

33. Is the Employee required to work at the Company's premises? If yes, what is the limit?

<<Insert Answer (33)>>

34. Does the Company cover the Employee's expenses?

<<Insert Answer (34)>>

35. Is a confidentiality clause required in the Agreement, and if yes, are the confidentiality clauses effective after the termination of the Agreement, and if yes, which confidentiality clauses remain effective after termination?

<<Insert Answer (35)>>

36. What are the details of the

<<Insert Answer (36)>>

37. What are the details of the

<<Insert Answer (37)>>

38. Is there a particular person in the Company who will oversee the Employee's activities? If yes, who?

<<Insert Answer (38)>>

39. Is a driving licence required?

<<Insert Answer (39)>>

40. Is there a retirement age?

<<Insert Answer (40)>>

41. Is the Employee required to

<<Insert Answer (41)>>

42. What notice period will the Employer be required to give the Employee to terminate the agreement?
<<Insert Answer (42)>>
43. What notice period will the Employer be required to give the Employer to terminate the agreement?
<<Insert Answer (43)>>
44. Will the Company be allowed to terminate the agreement automatically upon the Employee ceasing to be a director?
<<Insert Answer (44)>>
45. Will a provision be required to suspend the Employee pending a disciplinary hearing?
<<Insert Answer (45)>>
46. Can the Company automatically terminate the agreement for conviction of a criminal offence? If yes, will there be a requirement for imprisonment?
<<Insert Answer (46)>>
47. Can the Company terminate the agreement without notice? If yes, under what circumstances?
a) poor work performance
b) gross misconduct
c) bankruptcy of the Employee
d) dishonesty
e) any of the above
f) all of the above
g) (f) other (describe)
<<Insert Answer (47)>>
48. Will there be provision for payment in lieu of the notice period?
<<Insert Answer (48)>>
49. Is the Company allowed to assign the contract? If yes, what notice must be given to the Employee?
<<Insert Answer (49)>>
50. What is the governing jurisdiction for the contract?
<<Insert Answer (50)>>