

# EMPLOYMENT AGREEMENT AND HIRING FORM

Location: \_\_\_\_\_ Effective Date: \_\_\_\_\_

## Employer Information:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Employee Information:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

## Position and Terms of Employment:

Job Title/Position: \_\_\_\_\_

Employment Status (Full-Time/Part-Time/Temporary): \_\_\_\_\_

Work Location: \_\_\_\_\_

Work Schedule / Hours: \_\_\_\_\_

## Compensation and Benefits:

Salary / Wage: \_\_\_\_\_ USD

Payment Frequency (Weekly/Monthly/etc.): \_\_\_\_\_

Overtime Terms: \_\_\_\_\_

Benefits (if any): \_\_\_\_\_

## Duties and Responsibilities:

Employee agrees to perform the duties and responsibilities customarily associated with the position described above, and any other duties as may be reasonably assigned by Employer from time to time. Employee shall comply with all company policies, procedures, and safety rules.

## At-Will Employment and Termination:

Employment is at-will and may be terminated by either party at any time, with or without cause or prior notice, subject to applicable laws. Employer may terminate employment immediately for cause. Upon termination, Employee shall return all Employer property and confidential information.

## Confidentiality and Non-Disclosure:

Employee agrees to hold in strict confidence all proprietary, confidential, and trade secret information of Employer and agrees not to disclose or use such information except as authorized in the course of employment. These obligations shall

survive termination of employment.

**Compliance with Law and Policies:**

Employee agrees to comply with all federal, state, and local laws applicable to the employment relationship and Employer's workplace policies. Employee acknowledges receipt of and understanding of Employer's employee handbook or policies, if applicable.

**Intellectual Property:**

Any inventions, improvements, works of authorship, or other intellectual property developed by Employee during employment and related to Employer's business shall be the exclusive property of Employer. Employee agrees to assign all rights to such intellectual property to Employer.

**Governing Law and Dispute Resolution:**

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to conflict of law principles. Any disputes arising under or related to this Agreement shall be resolved exclusively in the state or federal courts located in \_\_\_\_\_ County, \_\_\_\_\_. THE PARTIES EXPRESSLY WAIVE ANY RIGHT TO A JURY TRIAL IN ANY SUCH DISPUTE TO THE MAXIMUM EXTENT PERMITTED BY LAW.

**Entire Agreement and Amendments:**

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior negotiations and agreements, whether written or oral. Any amendment or modification must be in writing and signed by both parties to be effective.

**Acknowledgment and Acceptance:**

By signing below, Employee acknowledges having read, understood, and agreed to all terms and conditions set forth in this Employment Agreement and Hiring Form.

**EMPLOYER'S SIGNATURE**

**EMPLOYEE'S SIGNATURE**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Original source of this document:

<https://formtemplate-us.com/hiring-form/>

Did you find this template helpful?

Find more updated templates at:

<https://formtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.  
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.  
It is recommended to consult a legal professional for each specific case.