

# Basic New Hire Employment Agreement Form

## Employee Information

Full Name

Position/Title

Start Date

Salary/Wage

Department

## Terms & Conditions

Employment Type

Job Description / Responsibilities

Other Terms & Conditions

## Acknowledgment

By signing below, both the employer and the employee agree to the terms outlined above and acknowledge receipt of this agreement.

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Employee Signature

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Date

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Employer Signature

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Date

