



Sample Employment Agreement

Used to outline the agreed upon position, signed by the family and nanny, and kept on file

EMPLOYMENT AGREEMENT

Employer

Name: _____

Address: _____

Telephone: _____

Business: _____

Employee

Name: _____

Address: _____

Telephone: _____

Offer of Employment

Job title: _____

JOB DESCRIPTION

Childcare: Yes No

Number of children: _____

Ages of children: _____

Childcare responsibilities:

Housekeeping responsibilities:

Yes No

Will employee be required to provide pet care?

Yes No

Does the employee have any additional responsibilities?

WAGES AND WORK AVAILABILITY

Gross wages of:
\$ _____ weekly \$ _____ monthly

Frequency of pay:
 Weekly Bi-weekly Monthly

Hours of work:
_____ /week

Schedule of hours:

Number of days off:
_____ /week

Which days?:

Overtime rate:
_____ /hour to be paid after _____ hrs

VACATION

Weeks of vacation time with pay:
2 weeks every year

_____ Income Tax deductions will be taken at
source

Paid general/public holidays: _____

_____ The employer will make contributions to
Canada Pension Plan and to Employment
Insurance

Days of paid sick leave: _____/year

Other leave: _____

Duration of employment:

The employer agrees to provide the employee
with information regarding wages and
approximately amounts of deductions from pay.

QUALIFICATIONS

First aid: Yes No

Police background check: Yes No

Date:

Date:

TERMS OF SEPARATION

The employer and the employee agree to abide by provincial labour standards regarding written
notice of termination of employment.

Amendments to this contract must be made in writing and agreed to by both parties.

SIGNATURE OF EMPLOYER

I certify that the duties outlined above are
accurate and correct.

I will abide by provincial labour standards.

I will provide a Record of Employment on
termination of employment.

Signature:

Date:

SIGNATURE OF EMPLOYEE

I have read the employment agreement and
understand it.

Signature:

Date:
