

Instructions

Before an employment or contractor offer and contract are processed:

1. Complete this form.
2. Obtain signatures below or email threads of approval with form attached.
3. Forward to Human Resources in electronic format.

General Information

Today's Date	DD/MM/YYYY
Incumbent Legal Name	
Position Title	
Reports to	Title
Start Date/Effective Date	
Legal Entity	Legal entity used to create contract
Is Resume available?	Yes <input type="checkbox"/> No <input type="checkbox"/> If no, obtain resume from incumbent. In the meantime, the incumbent's address and personal email address is required – note these below: address personal email address

Position Information

Position Status? (select all that apply)	Employee: <input type="checkbox"/> Contractor/Consultant: <input type="checkbox"/> Regular: <input type="checkbox"/> Full-time: <input type="checkbox"/> Part-time: <input type="checkbox"/> Fixed Term: <input type="checkbox"/>
If Position is Part-time	# of hours: <input type="text" value="Insert #"/> Per day: <input type="checkbox"/> Per week: <input type="checkbox"/> Per project: <input type="checkbox"/>
If Fixed Term, what is expected End Date?	End date: <input type="text" value="DD/MM/YYYY"/> Number of months: <input type="text" value="Insert #"/>

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Set up your HR Department

A complete HR Toolkit for small business to create and maintain your HR fundamentals.

Create your HR materials

- 260+ premium templates to create contracts, employee manuals, forms, spreadsheets and manager guides
- Download your HR folders
- Identify your HR priorities
- 22 HR topics
- Create HR intranet

Support your HR Function

- COVID-19 Portal
- Legislation Portal
- Remote Workforce Portal
- Mental Health Portal
- Diversity & Inclusion Portal
- Weekly updates, email notifications
- Help & support. With real humans!



Create HR for Clients

HR Toolkit for Small Business, but made for HR consultants with the following differences:

- Special licensing for use with clients
- Additional module + additional download of pre-assembled folders and templates to create your own master HR toolkit to re-use for new clients
- Pricing.



<p>Does this Position have a completed Job Description?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/> If no, complete a formal <i>JE-ALL-3530-M. Job Description Form</i> as soon as possible and refer to accompanying <i>JE-ALL-3530-I. INSTRUCTIONS. Job Description Form</i> and/or <i>JE-ALL-3530-E. EXAMPLE. Job Description Form</i>. Provide the job description to HR in electronic format. A job description must accompany all employment contracts.</p>
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PREVIEW

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