**PERMANENT INDIVIDUAL EMPLOYMENT AGREEMENT**

**AGREEMENT** made this **\_\_\_\_\_\_** day of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 20**\_\_\_\_\_\_\_\_\_\_\_**

**PARTIES**

# **­­­­­­­­­­­**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(“**Employer, we, us, our**”)

# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (“**Employee, you, your**”)

**TERMS OF EMPLOYMENT**

The terms of employment are as follows:

# **Position:**

## Your position, duties, and the manager to whom you report, are set out in Schedule 1 to this agreement.

## Your reporting line and duties may be amended by us from time to time.

## In addition, you will carry out any other duty reasonably required by us. You will assist all other employees as necessary in any part of our business.

## You will undertake all duties diligently and faithfully to the best of your ability

# **Term and Commencement:**

## Your employment shall commence on the date specified in Schedule 1 and shall continue in force until it is terminated in accordance with this agreement.

## This agreement is also subject to you remaining lawfully entitled to work in New Zealand, holding and maintaining any qualifications necessary to carry out your duties.

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# **Remuneration**

## We will pay you the **[choose one:]** wage/salary specified in Schedule 1 to this agreement. This will be your ordinary rate of pay [**if salaried**: and is full compensation for all hours worked.]

## **[For waged employees]:** You will only be paid for hours worked and for approved paid leave hours. You will need prior approval to work hours in excess of usual work hours.

## We will pay you **[choose one:]** weekly/fortnightly/monthly in arrears. Payment shall be made by direct credit into your nominated bank account.

# **Work Hours**

## Your normal hours of work are specified in Schedule 1 to this agreement.

## On occasion, you may be **[waged employees:** requested] / **[salaried employees:** required] to work in excess of your normal hours of work.

## **[For waged employees]:** All hours worked shall be paid at the usual rate.

# **Shift cancellation** [Delete if not applicable to position. Will not be applicable to salaried workers.]

## Due to nature of the Employer’s business, including the impact of the weather on the Employer’s operations, the Employer may have to cancel a shift.

## The Employee acknowledges and agrees that the Employer may cancel a shift and not require the Employee to attend work by giving the Employee the shift cancellation notice of two hours. If the Employee’s shift is cancelled, and the shift cancellation notice is given, the Employee will not be paid for the shift and will not receive any other compensation.

## If the Employee is required to work a shift, and the Employer cancels the shift before the Employee commences work but without giving the Employee the shift cancellation notice, the Employee will not be paid for the shift, but the Employer will pay the Employee the shift cancellation compensation of two hours’ pay.

## If the Employee is required to work a shift, and the Employer cancels the shift after the Employee has commenced work, the Employee will be paid for the hours actually worked or two hours’ pay, whichever is greater.

## If the Employer and Employee agree that the Employee is not required to work a shift, or part of a shift, the Employee will not be paid for the hours unworked and will not receive any shift cancellation compensation.

# **Time records**: If required, the Employee shall keep an accurate time sheet and submit this to the Employer in a form, and at the times, required by the Employer.

# **Rest / Meal breaks**

## You shall be entitled to the following rest breaks and meal breaks:

### One paid 10 minute rest break where you work between two and four hours;

### One paid 10 minute rest break and one unpaid 30 minute meal break where you work between four and six hours; or

### Two paid 10 minute rest breaks and one unpaid 30 minute meal break where you work between six and eight hours.

## Where you work more than eight hours, the calculation of break entitlements shall begin again at the beginning of each eight hour period of continuous work.

## The Employee acknowledges that flexibility is required in relation to the taking of lunch and other breaks in order to meet the requirements of the Employer’s business.

# **Place of work**:

## Your place of work shall be at the Employer’s premises as specified in Schedule 1 to this agreement or at such place or places within the greater Bay of Plenty region as directed to meet the requirements of our business.

## You shall be required to provide your own transport to and from work.

# **Essential qualifications/requirements:**

## The essential qualifications/requirements for this position are specified in Schedule 1 to this agreement.

## By signing this agreement, you confirm you have these qualifications/meet these requirements and agree to provide proof of such on request.

## You must inform the Employer immediately of any change in or potential risk to the above qualifications/requirements.

## If you do not meet these essential requirements or cease to do so during your employment, the Employer may terminate your employment.

# **Holidays Act and Leave:** The Employee shall be entitled to leave in accordance with the minimum requirements under the Holidays Act 2003. The following provisions summarise those minimum entitlements and are not additional to them.

# **Public Holidays**

## The following days will be observed as public holidays: Christmas Day (25 December); Boxing Day (26 December); New Year's Day (1 January); Day after New Year's Day (2 January); Waitangi Day (6 February); Good Friday (varies); Easter Monday (varies); ANZAC Day (25 April); Queen's Birthday (1st Monday in June); Te Rā Aro ki a Matariki/Matariki Observance Day (varies); Labour Day (4th Monday in October); and day usually celebrated as Anniversary Day of Province (varies).

## We may require you to observe a public holiday on another working day.

## If you are to work on a public holiday, we will specifically advise you of this in advance. If the public holiday would otherwise be a working day for you, we may require you to work on that day. If the public holiday would not otherwise be a working day for you, and you are a salaried employee, we may require you to work on a public holiday. Your salary recognises and compensates you for being available to work on a public holiday. If the public holiday would not otherwise be a working day for you, and you are a waged employee, we may require you to work on the public holiday.

## If you work on a public holiday, and are authorised to do so, we will pay you for the hours actually worked, at the rate of one and a half times your relevant daily pay or average daily pay, calculated on an hourly basis.

## If you work on a public holiday, and that day would otherwise have been a working day for you, you will also receive a paid alternative holiday.

## You may take the alternative holiday by agreement between us. If 12 months have passed since your entitlement to an alternative holiday has arisen and the alternative holiday has not been taken, we may give you 14 days’ notice of the date on which you are to take the alternative holiday.

# **Annual Holidays:**

## You are entitled to 4 weeks’ annual holidays per year after each 12 months of continuous employment with us.

## Annual holidays are to be taken by agreement with us, or at our direction with 14 days’ notice, including during a close down period.

## You must apply in writing for annual holidays no less than 14 days before you want to take annual leave.

## We will pay you for annual holidays in the pay period to which the annual holiday relates.

## We may close down all or part of our operations once a year and require you to take leave during the period of the closedown, even when this requires you to take unpaid leave. We will provide you with at least 14 days’ advance notice of a closedown.

# **Sick Leave**

## After 6 months’ continuous employment you will be entitled to 10 days’ paid sick leave in each subsequent year of service. You may accumulate unused paid sick leave up to a maximum entitlement of 20 days in any one year.

## You may take sick leave when you or your spouse, partner or a person who depends on you for care is sick or injured.

## You must personally notify your manager as soon as possible if sick leave is to be taken.

## We may require you to provide proof of sickness or injury (which may include a medical certificate from a registered medical practitioner) for sick leave. If the sickness or injury is:

## for less than 3 days, we will meet the cost of any medical certificate from a registered medical practitioner we request you to provide to prove sickness or injury;

## for 3 or more days, you will meet the cost of any medical certificate from a registered medical practitioner we request you to provide to prove sickness or injury.

## We may require you to provide a medical certificate from a registered medical practitioner, at your cost, for any sick leave in excess of your sick leave entitlement.

# **Bereavement Leave:**

## After 6 months’ continuous employment you will be entitled to paid bereavement leave.

## You may take up to 3 days’ paid bereavement leave:

## on the death of your spouse or partner (including your de facto partner), parent, child, brother, sister, grandparent, grandchild or spouse or partner’s parent; or

## in respect of a still-birth or miscarriage suffered by you, your spouse or partner, your former spouse or partner where you are the biological parent of the child, or another person if you or your spouse or partner had undertaken to be the primary caregiver of the child.

## You may take one day’s bereavement leave on the death of any other person, if we accept that you have suffered a bereavement, having regard to the factors in the Holidays Act 2003.

## You must personally notify us as soon as possible if bereavement leave is to be taken.

# **Family Violence Leave:**

## If you are a person affected by family violence, either violence towards you or to a child who ordinarily resides with you, regardless of when the family violence occurred, you will be eligible for up to 10 days’ paid family violence leave in every 12-month period after a qualifying period of 6 months’ continuous service.

## You may be required to provide us with satisfactory documentary evidence to prove you are a person affected by family violence.

## If you intend to take family violence leave, you must notify us as early as possible.

## Unused family violence leave cannot be carried over into the next 12-month entitlement period and will not be paid out on termination of employment.

## As a person affected by family violence, regardless of how long ago the family violence occurred, you have a right to request short-term flexible working arrangements of up to 2 months to assist you to deal with the effects on you of being affected by family violence.

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# **Suspension:**

## We may suspend you from the workplace or from all or part of your usual duties and responsibilities to enable us to investigate any workplace matter or for health and safety reasons.

## Before any suspension is implemented, we will give you a reasonable opportunity to comment on the proposed suspension.

# **Termination**

## Either party may terminate this agreement by giving the notice specified in Schedule 1 in writing.

## During the notice period we may:

### direct you to undertake such duties, directly or indirectly related to your position, as we think fit; and/or

### direct you not to report for work; and/or

### terminate your employment earlier than the expiry of the period of notice by making a payment in lieu of some or all of your notice period.

# **Incapacity and abandonment of employment**

## We may terminate your employment on notice if you become incapable of the proper ongoing performance of this position as a result of physical or psychological illness or injury.

## If you are absent from work for 3 consecutive working days, without notification to us or without having just cause, we may deem you to have terminated this agreement without notice on the day before the first day of absence.

# **Summary dismissal**

## We may terminate your employment without notice in the event of serious misconduct which includes, but is not limited to:

### dishonesty in any way affecting your employment; or

### any serious or significant breach of your implied duty of fidelity; or

### any serious or significant breach of our policies, including health and safety policies; or

### any act or omission which may bring the Employer into disrepute;

### unauthorised disclosure of any of our confidential information, our clients’ confidential information, and/or our intellectual property; or

### bullying and/or harassment; or

### a serious breach of this agreement

# **Redundancy**

## In this clause “redundancy” means a situation where your employment is terminated because the position filled by you is surplus to our requirements.

## We will give you the notice specified in Schedule 1 of this agreement as notice of termination of employment for redundancy or pay you in lieu of notice. This includes and is not additional to the notice period required by the Termination clause above.

## No other amount is payable for termination of employment for redundancy by way of compensation or notice.

# **Employee Protection Provision**

## In the event of a restructuring, as defined in Part 6A, subpart 3 of the Employment Relations Act 2000 (being the sale, transfer, or contracting out of all or part of our business), where the Employee is an “affected employee”, the Employer will:

### As soon as is reasonably practicable, taking into account the commercial requirements of the business, negotiate with the potential new employer the impact of the restructuring on the affected employees’ positions.

### Negotiate with the potential new employer regarding:

#### Whether or not the new employer proposes to offer affected employees the opportunity to transfer on the same terms and conditions;

#### If some or all affected employees will not transfer on the same terms and conditions, whether there will be any other potential opportunities for employment for them with the new employer; and

#### The proposed date for commencement of employment with the potential new employer (if applicable).

## The Employee agrees to the Employer disclosing to the new employer on a confidential basis, as part of those negotiations, relevant information such as details of the Employee’s terms and conditions of employment, job description, skill-set, experience and qualifications.

## If you are not offered a position with the new employer, we will refer to this agreement to determine what, if any, entitlements are available

# **Technical redundancy**

## You will not be considered redundant and will not be entitled to any redundancy entitlements, including notice and redundancy compensation, if:

### you are offered alternative employment with us, or the new employer/owner as part of a restructure, on terms and conditions generally no less favourable overall than under this agreement; or

### you accept alternative employment with us, or the new employer/owner as part of a restructure, on any terms and conditions.

# **Health and Safety**

## The Employee agrees to comply with their duties under the Health and Safety at Work Act 2015 at all times during their employment under this Agreement. The Employee shall:

### Take reasonable care of his or her own health and safety and ensure that his or her acts or omissions do not adversely affect the health and safety of other persons in the workplace; and

### Follow any reasonable instructions given by or on behalf of the Employer with respect to health and safety; and

### Comply with all of the Employer’s health and safety policies or procedures as advised to the Employee from time to time.

## The Employee shall report all work related accidents and/or injuries to the Employer as soon as practicable on the day of any accident or injury occurring. The Employee shall notify the Employer within one working day of filing any work related claim with the Accident Compensation Corporation.

## The Employee will be required to work outdoors, carry out physical work and work in close proximity to machinery as part of his/her duties. The Employee confirms that, other than as disclosed in writing before signing this agreement, the Employee has no mental or physical illness/disability/injury that would mean that:

### in carrying out his/her duties in the role there may be a risk of harm to him/herself or others (including that the duties might aggravate the illness/ disability/injury); or

### to carry out the duties satisfactorily he/she might require special support or facilities.

## The Employee shall notify the Employer of any injury or illness that the Employee may have (whether work related or not) that could affect the health & safety of the Employee at work or any other persons in the workplace. The Employee agrees to provide sufficient information to allow the Employer to undertake a risk assessment on the health and safety implications of any such injury or illness in relation to performance of the Employee’s role and to attend any meetings relating to the Employee’s health that may be requested by the Employer.

## The Employee must not bring any illegal or prescription drugs or any alcohol into the workplace and must not consume or be under the influence of any drugs or alcohol while on duty at work or during work hours, unless they are drugs lawfully prescribed to the Employee by a registered medical practitioner and the Employee has been advised by such practitioner that it is safe for the Employee to take the drugs and perform his or her work duties.

## Smoking is not permitted in the workplace, including (but not limited to) any common internal area, any work vehicle and any outdoor area where others are working or taking a break.

## Compliance with this clause and with the Employer’s health and safety policies and procedures is a key responsibility of every employee. Failure to do so may be deemed serious misconduct and may result in summary dismissal.

# **Personal protective equipment**

## The work being done by the Employee may involve risks to their health and safety from time to time for which personal protective equipment (“**PPE**”) must be used or worn.

## The Employer will provide suitable PPE, as well as training and information about how it must be used or worn, where it is stored, and how it is maintained.

## The Employee must take all steps reasonably practicable to ensure their own safety at all times which includes the use of and wearing of PPE provided by the Employer. The Employee must follow the Employer’s health and safety policies and practices relating to the wearing and usage of PPE at all times.

## Failure to use or wear PPE as instructed may be considered serious misconduct and may result in instant dismissal.

# **COVID requirements**

## The Employee shall follow any physical distancing rules, hand washing and/or sanitising procedures, wear all PPE provided, and follow all other procedures as required by the Employer and/or government guidelines.

## If the Employee is required to undertake a COVID test and to self-isolate while awaiting test results; or if they are required to self-isolate due to contact with a COVID case as per the Ministry of Health’s guidance, the business will pass on any relevant subsidies where applicable, but the Employee will otherwise be on unpaid leave.

## The Employee agrees to undergo any COVID testing and/or attend any testing clinic as directed by the employer.

# **Tools and Equipment**

## The Employer may provide the Employee with tools and equipment necessary for the Employee to perform his/her duties.

## Any tools and/or equipment supplied by the Employer must remain at all times on the Employer’s premises and are not to be removed without prior permission of the Employer.

## The Employee must use and treat any tools and/or equipment supplied by the Employer with care and respect and keep them in good working order, including performing any regular maintenance required for the tools as instructed by the Employer.

## Any tools and/or equipment supplied by the Employer remain at all times the property of the Employer and must be returned in good working condition prior to termination of employment. If the Employee fails to return any tools and/or equipment the Employer may deduct the replacement cost of such from the Employee’s final pay, including holiday pay.

## If the Employee provides his/her own tools and/or equipment for carrying out his/her duties, the Employee is responsible for those tools and/or equipment and no other employee may use the tools and/or equipment without prior consent of the Employee.

# **Damage / misuse of Employer’s property or equipment**

## The Employee acknowledges that they have a duty to exercise reasonable care when working and must seek to protect the Employer’s property, equipment and business to avoid any harm or damage.

## If the Employer becomes aware of any damage or misuse of its property or equipment, it may elect to conduct a full and fair investigation in accordance with this agreement to establish the cause of any damage or misuse.

## If the Employee is found to have caused any damage or misused the Employer’s property or equipment either negligently or on purpose, the Employer may seek to recover damages from the Employee. This may include the cost of fixing or replacing the property or equipment and/or any lost income as a result of the property or equipment being out of service.

# **Policies/house rules**: You must know and comply with all our policies, work rules or procedures. We may introduce new policies, or amend or delete existing policies, at our sole discretion. When this occurs, you will be advised of any changes. Failure to comply with these may result in disciplinary action up to and including summary dismissal.

# **Confidentiality**:

## Confidential information includes, but is not limited to, information relating to pricing, sales, marketing, financial details, clients, suppliers, training, operations, products, inventions, techniques, procedures, third party contractual arrangements, commercially sensitive material, computer programming and software, trade secrets, intellectual property, and the terms of this agreement.

## In the course of your employment you will obtain, or have access to, confidential information. This information must be kept strictly confidential.

## Except with our specific authorisation, you may not discuss confidential information, our business or the business of our clients or suppliers publicly and you may only discuss it in the course of your employment.

## You may not remove, copy, or distribute any confidential information, from our premises without our consent.

## You may not use our confidential information to harm us, whether by using it without paying us for its economic value, to compete against us, or to give someone else a competitive advantage or a springboard for development.

## All legal interests (including copyright) in inventions, designs, new or modified procedures and all similar rights or developments by you during your employment are our property. You give up any claim to such interests.

## These confidentiality provisions apply both during your employment and after termination and you agree to be bound by them.

# **Deductions:**

## We may deduct from any wages (including any holiday pay) due to you, any moneys owed to us.

## Agreed deductions shall include, but not be limited to, loss incurred by the Employer due to damage to its property by you, any paid leave taken in advance, any loans made to you, any amounts owing for personal expenses incurred by you and the replacement cost of any of our property damaged, taken or not returned by you before finishing work.

## By signing this agreement, you consent to the above deductions under the Wages Protection Act 1983.

# **Company property**: Except where our prior consent has been obtained, you shall not:

## Use any of our property for personal use or any use other than in the performance of your duties under this agreement; and

## Shall not remove any of our property from our premises.

# **Conflicts of interest:**

## You acknowledge that your position with us has given you access to confidential information, intellectual property and relationships that are vital to the continued success of our business. While you are not prohibited from engaging in secondary employment, you must not, without our prior written consent, engage in any other employment or otherwise participate, directly or indirectly, in any other business activities or commercial interests that may:

### conflict in any way with us and your responsibilities to us; or

### adversely affect us; or

### affect your ability to perform your duties and obligations under this agreement.

# **Resolution of employment problems/personal grievances**:

## If any employment issues arise, those should be raised with the Employer as soon as possible so that they can be resolved. If the matter is not resolved either party can seek assistance from the Ministry of Business Innovation and Employment's mediation service. If the issues are not resolved at mediation, they may be referred to the Employment Relations Authority.

## If the issue is a personal grievance, the Employee must raise that grievance within 90 days of the event giving rise to the grievance by providing the Employer with a written explanation of the personal grievance and the remedies the Employee is seeking, or after further time if allowed by the Employer or where the Employment Relations Authority grants an extension of time.

## Due to the transient nature of the workforce, the Employee representative can be nominated by the Employer. The Employee has the right to self-represent in all employment-related disputes.

# **Privacy Act 2020**

## The Employee has provided personal information to the Employer during the application process and will continue to do so during employment. The Employer collects personal information about the Employee as is lawful and necessary for the purposes of managing and monitoring employment and stores it at it premises in accordance with the Privacy Act 2020.

## The Employee acknowledges that the Employer may be required to disclose personal information about the Employee to a third-party agency to facilitate due diligence checks, audits, inspections, investigations or otherwise as permitted under the Act, and the Employee authorises such disclosures.

## Under the Privacy Act 2020 (“the Act”), you are entitled to request access to and correction of your personal information held by the Firm. Further information about your rights under the Act is available from the Privacy Commissioner or at www.privacy.org.nz.

# **Entire agreement:** Unless otherwise provided, this agreement sets out the full terms and conditions of the employment relationship between the parties and replaces any previous agreements or understandings. No variations to this agreement shall be enforceable unless recorded in writing and signed by both parties.

# **Severability**

# If any provision of this agreement is found to be invalid or unenforceable by any Court of competent jurisdiction, then such invalidity or unenforceability shall not affect the remaining provisions of the agreement.

# **Minimum Conditions**

# If at any time any of the terms of this agreement fall below the minimum conditions of employment specified by any Acts or Regulations applicable to this agreement then the agreement shall be deemed to be altered to include such relevant minimum conditions.

# 

# **Waivers**

# The failure of either party to this agreement at any time to require performance by the other of any of its provisions shall not affect the full right of that party to require such performance at any later time; nor shall the waiver constitute a waiver of any succeeding breach of the same or any other provision or constitute a waiver of the provision itself.

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# **Warranty**: The Employee warrants that:

## You have not been convicted of any offences by a court and do not have any pending criminal or other charges other than as disclosed to the Employer in writing prior to entering into this agreement;

## You are legally entitled to work in New Zealand and have the other essential requirements/qualifications set out in Schedule 1; and

## All information provided in support of the application for employment was true and correct.

## You acknowledge that any misrepresentation in the application for employment, including any failure to disclose information that may have influenced the Employer’s decision to employ you, will amount to serious misconduct and may result in summary dismissal. Nothing in this agreement requires you to inform the Employer of any criminal conviction which the Employee is legally entitled to conceal under the Criminal Records (Clean Slate) Act 2004.

**SIGNED BY THE EMPLOYER AND EMPLOYEE:**

**Acknowledgement by Employee:**

## The Employee acknowledges that before entering into this agreement, the Employee was:

# Provided with a copy of this agreement by the Employer; and

# Advised by the Employer that he/she is entitled to seek independent advice about the intended agreement; and

# Given a reasonable opportunity to seek independent advice about the agreement before signing it; and

# Advised by the Employer of his/her entitlements under the Holidays Act 2003 and that the Employee can obtain further information about his/her entitlements from their union (if applicable) or from the Ministry of Business Innovation and Employment.

## The parties acknowledge that this agreement was negotiates fairly and in good faith.

**SIGNED** by the Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNED** for and on behalf of **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Employer)** by its duly authorised signatory:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position

**SCHEDULE 1**

**Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Duties / Job description:**

* [insert]

**Reports to:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Commencement date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Wage rate:** $\_\_\_\_\_\_\_\_\_\_\_\_ (gross) per hour. **/ Salary:** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (gross) per annuum. **[Choose one].**

**Hours of work:** These shall be worked [Monday – Friday, between the hours of 8 am and 5 pm.]

**Place of work:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Essential qualifications/ requirements:**

* Legally entitled to work in New Zealand;
* [Insert any additional qualifications/requirements]

**Notice period:** \_\_\_\_\_\_\_\_\_\_ weeks