Contract employee agreement template

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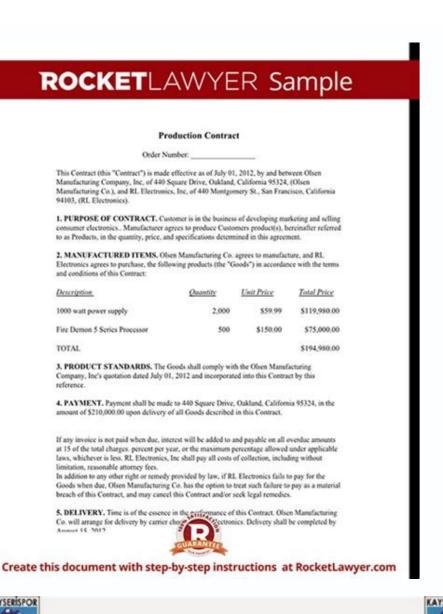
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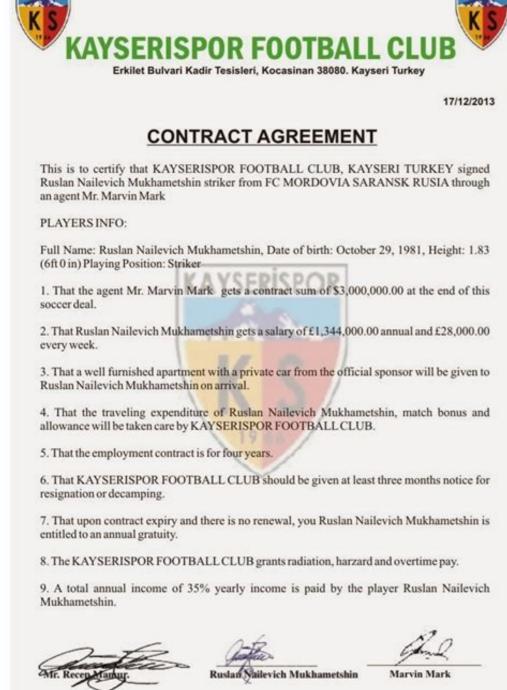
For the Period of:

## CONTRACT AGREEMENT

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Date:	Date:
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Employee performance contract performance agreement template. How to write a contract agreement for employee. Training contract training agreement between employer and employee template. What is a contract employee agreement.

Employment ContractThis contract, dated on the day of in the year 20, is made between [company name] and [employee name] of [city, state]. This document constitutes an employment agreement between these two parties and is governed by the laws of [state or district]. WHEREAS the Employee name] of [city, state].

Employee, and the Employee desires to render such services, these terms and conditions are set forth. IN CONSIDERATION of this mutual understanding, the parties agree to the following terms and conditions: Employee agrees that he or she will faithfully and to the best of their ability to carry out the duties and responsibilities communicated to them by the Employer. The Employer shall company policies, rules and procedures at all times. Position As a job title, it is the duty of the Employer may also add other duties within the reasonable scope of the Employee's work.Compensation As compensation for the services provided, the Employee shall be paid a wage of \$\_\_\_\_\_ [per hour/per annum] and will be subject to a(n) [quarterly/annual] performance review. All payments shall be subject to mandatory employment deductions (State & Federal Taxes, Social Security, Medicare). Benefits The Employee has the right to participate in any benefits plans offered by the Employer. The employer currently offers [list benefits, if any]. Access to these benefits will only be possible after the probationary period that the first [time frame] of employment constitutes a probationary period. During this time, the Employee is not eliquible for paid time off or other benefits. During this time, the Employee shall be eliquible for the following paid time off: • [length of time for vacation] • [length of time for sick/personal days] • Bereavement leave may be granted if necessary. The employer reserves the right to modify any paid time off policies. Termination It is the intention of both parties to form a long and mutually profitable relationship. However, this relationship may be terminated by either party at any time provided [length of time] written notice is delivered to the other party. The Employee agrees to return any Employer property upon termination. Non-Competition and Confidential information that is the property of the Employer. You are not permitted to disclose this information outside of the Company. During your time of Employment with the Employer, you may not engage in any work for another Employer that is related to or in competition with the Company. You will fully disclose to your Employer any other Employer that is related to or in competition with the Company. You will be permitted to seek other employer that is related to or in competition with the Company. You will fully disclose to your Employer any other Employer that is related to or in competition with the Company. You will fully disclose to your Employer that is related to or in competition with the Company. You will be permitted to seek other employers any other Employers and (b.) you are not assisting another organization in competing with the employer. It is further acknowledged that upon termination of your employment, you will not solicit business from any of the Employer's clients for a period of at least [time frame]. Entirety This contract represents the entire agreement between the two parties and supersedes any previous written or oral agreement. This agreement may be modified at any time, provided the written consent of both the Employee agree that he or she is fully authorized to work in [country name] and can provide proof of this with legal documentation. This documentation will be obtained by the Employer for legal records. Severability The parties agree that if any portion of this contract is found to be void or unenforceable, it shall be governed, interpreted, and construed in accordance with the laws of [state, province or territory]. In witness and agreement whereof, the Employee has executed this contract with due process through the authorization of official SignatureDate Updated July 13, 2022An employment contract is between an employer that hires an employee to perform a service in exchange for payment. The amount is negotiated between the parties and is commonly referred to as a 'W-2 employee' that has their payroll taxes withheld from their compensation by the employer. By State By Type (6) At-Will Employment Agreement - No timeperiod commitment by the employer. May terminate at any time with or without severance. Download: Adobe PDF, MS Word (.docx), OpenDocument Independent Contractors, medical professionals, attorneys, etc. Download: Adobe PDF, MS Word (.docx), OpenDocument Internship Agreement - When hiring an unpaid intern that agrees to work for on-the-job training related to their field of study. Download: Adobe PDF, MS Word (.docx), OpenDocument Non-Compete Agreement - Depending on the restrictions, it does not allow an employee to work for a competitor or in the same industry as the employer. Download: Adobe PDF, MS Word (.docx), OpenDocument Non-Disclosure Agreement (NDA) - Requires an individual or business to keep information that was learned from the employer confidential. Download: Adobe PDF, MS Word (.docx), OpenDocument Subcontractor Agreement - Made between a contractor and a subcontractor. When a contractor has made an agreement by hiring other known specialists. Download: Adobe PDF, MS Word (.docx), OpenDocument What is an Employment Contract? An employee contract is between an employer willing to pay an individual for their services. The employee is required to uphold their duties and responsibilities for the duration of the contract. Video How to Hire an Employee (7 steps) Before writing an employee is required to uphold their duties and responsibilities for the duration of the contract. involved should meet to discuss verbally the terms of the main items such as hourly pay/salary, job title, and responsibilities. The agreement will typically be written under the company policy which governs vacation time, personal leave, and benefits. Step 1 - Make a Job Posting The employer will need to utilize the internet to find the best talent. Far gone are the days of advertising in the "help wanted" section of the newspaper. Today, employers may use the web to find the specific talent they need. Executive Positions Monster.com TheLadders.com Th acquire talent from another company it is best to use social networks and contact them privately. Step 2 - Reviewing Applications In all likelihood, the employer will be overloaded with resumés and applications In all likelihood, the employer will be overloaded with resumés and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications In all likelihood, the employer will be overloaded with resumes and applications and applications are all likelihood. the organization. Step 3 - Setup Interviews Before any commitments are made it's best to have a conversation with the candidate would react if put in particular situations in the workplace. Free Video Chat Apps Skype Google Hangouts Facebook Video Chat Step 4 - Perform a Background Check on the individual. Even though a person may be qualified for a job, he or she may have past convictions that will give an employer an idea of any violent or unlawful history. Background Check Providers GOODHIRE KENNECT HIRERIGHT ACCURATENOW PRICING \$79.98\* \$59.95 \$39.95 \$24.95 DELIVERY 3-5 BUSINESS DAYS 1-3 BUSINESS DAYS 1-3 BUSINESS DAYS 1-3 BUSINESS DAYS 1-5 BUSINESS DAYS 1-5 BUSINESS DAYS 1-5 BUSINESS DAYS 1-7 BUSINESS DAYS 1-7 BUSINESS DAYS 1-7 BUSINESS DAYS 1-7 BUSINESS DAYS 1-8 BUSINESS DAYS 1 NATIONAL CRIMINAL RECORDS  $\sqrt{\sqrt{\sqrt{\sqrt{\text{CREDIT CHECK}}}}}$  \$4.99 EXTRA X X SEX OFFENDER REGISTRY  $\sqrt{\sqrt{\sqrt{\sqrt{\text{SCHOOL}}}}}$  \$5.00 Extra X X X PROFESSIONAL LICENSE VERIFICATION \$14.99 EXTRA X X X U.S. TERROR WATCH LIST  $\sqrt{\sqrt{\sqrt{\sqrt{X}}}}$  \$29.99 plus \$49.99 setup fee (total \$79.98) Sex Offender Check www.nsopw.gov - Federal website. Step 5 - Negotiate the Terms The employee should negotiate and agree to the following: Duties - Title and role in the company. Period - At-will or for a specific length of time. Payment - Salary or \$/hour including any commissions or bonuses. Benefits - Such as health care, retirement plans, etc. Ownership Interest - If ownership will be a part of the agreement. Vacation Time - How many days off per year. Personal Leave - Days off for personal or health-related matters. Confidentiality (NDA) - If the employee will be required to keep the company's proprietary information a secret. Non-Compete - If the employee will be prohibited from working for competitors or in the same industry. If the employer and employee will be responsible for negotiating their terms respectively. After the initial negotiations are complete, the employer will authorize a job offer letter that includes the terms of employment. Step 6 - Write the Employment Contract Download: Adobe PDF, Microsoft Word (.docx), or Open Document Text (.odt). After completing both parties are advised to take the document to their respective legal counsel. If the employee and employee and employee are to the terms of the agreement it is time to sign. Notary Public - It is highly recommended for executive positions that the form is signed in the presence of a notary public. A form that is notarized represents that the parties displayed government-issued identification before authorization. Step 7 - The Hiring Process After hiring, the employer will need to have the employee complete and sign the following documents: Frequently Asked Questions (FAQs) What is a Trial (probationary) Period? The trial period, also known as the 'probationary period', is when a new employee is hired on a basis with no commitments. This is common when seasonal employees join an organization. At the end of the trial period, the employee will have the choice of either terminating or retaining the employee. If the employee working between 1 to 34 hours per week can be qualified as full-time employment in the United States. Full-time work, although 35 to 40 hours per week is considered to be full-time work, although 35 to 40 hours per week is considered to be full-time work. (overtime pay must be at least one and a half (1.5) times pay). Difference between an Employee vs Independent Contractor The main difference is an employee has Federal and State authorities. Employee Employer does withholds tax payments; When hiring, Employee completes IRS Form W-4; Employee works for the Employee works for th unemployment insurance; Paid per project or task; and a Contractor works for their own business. The federal minimum wage is higher. By State Sample: Employment Contract Download: Adobe PDF, MS Word (.docx) or OpenDocument Text How to Write Download: Adobe PDF, MS Word (.docx) or OpenDocument Declaration Of Employment (1) Employment (1) Employment (2) Employer Name. The full name of the Employer is required for this contract to be effective. In

many cases, the Employer will be a formal Business Entity such as an LLC (Limited Liability Company) or a Corporation. It is important that any suffix needed to reproduce the official name of the Employer is a Private Party (i.e. a Contractor or Freelancer), then make sure the legal name of the Employer is reported. (3) Employee Address. (4) Employee Name. The Party who will be hired by the Employee where requested. (5) Employee Address. II. Responsibilities (6) Job Title. Document the name of the position the Employee will occupy as it is reported in the Employer's roster of departments, positions, or official functions. (7) Employee Duties. The tasks the Employee will expect the Employee to perform when filling the position he or she is being hired and paid to occupy should be provided to this article. It is recommended that some detail to this description is included. For instance, the functions, tasks, and/or position requirements listed in the original job posting may be used or further explained. (8) Schedule Description. Give a general definition of the time the Employee must devote to this position by marking the "Full-Time" checkbox (i.e., 35-40 Hours/Week) or the "Part-Time" check (i.e. less than 35 Hours/Week). III. Employment Period Select Item 8 Or Item 11 (9) At-Will Employee have decided that either may terminate this agreement as needed, then select the checkbox statement labeled "At-Will." This will mean that the Employee may terminate this contract, or the Employee's position whenever needed provided, that they adhere to the requirements set in this paperwork. (10) Employee's at-will termination. As mentioned above, this document will seek to place some conditions on an Employee's at-will termination. Thus, when the Employee has determined a termination date, he or she must inform the Employee's determined termination date. Additionally, the amount of time making up the pay period used to calculate the Employee's severance pay must be dispensed. (11) Employer's Termination. If the employee decides to terminate the Employee if or when needed, then notice of the determined termination date should be given to the Employee rolless than the number of days reported in Statement B. The Employee will be entitled to severance pay when the Employee terminates this contract according to the pay you define (i.e as shifts, weeks, or months) in Statement B. (12) Page Confirmation. The Employee and Employee and Employee named in this paperwork must initial the bottom of the first page as an acknowledgment of its content. If the Employee is a Business then the duly designature Representative of the Employee should provide provide the first page as an acknowledgment of its content. these initials. (13) For Specified Time-Period. If the term of the concerned employment period will be predefined, then the second choice must be selected statement will require the first calendar date of effect. In general terms, these dates should be considered this contract's start date and termination date (respectively). (14) Employee's Termination underneath a fixed term of employee shall be allowed to terminate this contract prematurely, then select the checkbox "Shall" to solidify this. If not, then select the "Shall Not" check box. (15) Days' Notice. The number of days the Employee must give as notice before his or her termination date should be documented. (16) Severance payment (upon termination) should be reported to complete the discussion on the Employee's ability to terminate this contract prematurely. (17) Employer's Termination. If the concerned Employee is defined by a specific period of time, then a discussion on the Employer retains the right to terminate this contract early should be engaged. One of two checkboxes should be engaged. this contract's effect early, then the "Shall" checkbox should be selected, and the remainder of this statement completed. (18) Employer Motice. The minimum number of days' notice the Employer must give before ending this agreement early should be dispensed to Statement B. (19) Final Pay Period. The number of days, weeks, or months making up the pay period that shall be used to define the Employee's severance pay when the Employee for this position must be presented in written and numerical form. (21) Frequency. Indicate if the payment defined above shall cover the amount the Employer will pay for one hour of the employee's work time or if the reported payment defines an annual salary by selecting the appropriate checkbox from this statement. (22) Distribution Period. The frequency by which the Employee shall be paid for the work done should be defined as "Weekly," "Bi-Weekly," "Monthly," "Quarterly" (every three months), or once a year ("Annual") by choosing the appropriately labeled checkbox. (23) Commissions. If the Employer shall pay a commission to the Employer shall dispense the commission payment to the Employee (i.e. bi-weekly, monthly, etc.). After supplying this information where it is needed, use the Employee will be entitled to any bonuses on a regular interval, then define this interval (i.e. weekly, bi-weekly, bi-weekly, monthly, quarterly, etc.). In addition, make sure that the method by which such a bonus is calculated is defined in the available area. V. Employees benefits (25) Eligibility. Some Employers will offer Employees benefits such as the ability to pay into a retirement plan or insurance coverage. Produce a description of all benefits that the Employee will be qualified to participate in as a result of this employee Reimbursement. If more room will be required for this task or additional benefits information must be dispensed then, list the title of all such attachments to this area. VI Out-Of-Pocket Expenses (26) Employee Reimbursement. Sometimes, Employees will be required to engage in travel, purchase food or lodging, and obtain other services or products in the name of completing the job at hand. If the Employee for such expenses, then this provision should be included. To define each expense the Employee for obtaining, select the checkbox corresponding to its description. If the Employee will reimburse the Employee for something other than Travel, Food, or Lodging, then use the checkbox and the space provided for the "Other" option to present the reimbursable service or products (i.e. trade show or conference tickets). (27) Page Confirmation. The second page should be initialed by both Employer and Employee as a demonstration that each Party has reviewed it once the information above has been supplied. VII. Ownership Interest (28) Employee Ownership Option. Indicate if the Employee will be eligible to own part of the business as a result of this contract by attending to the checkboxes in the seventh article. If not, then "not include" should be selected. However if the Employee qualifies to own part of the employer's business, then, the "Include" checkbox should be chosen. VIII. Trial Period (29) Trial Period for the benefits, bonuses, vacation time, and other perks that employment will offer. Set the number of days this trial period consists of in the eighth article. IX. Vacation Time (30) Qualified Vacation Time that he or she may take as a vacation while still receiving payment for that time. The number of days making up the vacation time he or she is entitled to during a year, then the question of how the owed time off or payment (for the vacation days) will be handled by the Employee and Employee must be settled. If the unused vacation days shall be converted to payment, then select the first statement from the list provided and document that shall be added to the available number of vacation days at the beginning of the next year, then select the second statement. This will also require that the maximum number of unused vacation days at the beginning of the next year, then the third statement must be selected (34) Other. If none of the above options adequately define what will happen to the unused vacation days then, select the final checkbox. Here, the space provided should be used to discuss how unused vacation days will be handled. X. Personal Leave (35) Personal Leave. The number of days that the Employer authorizes as personal leave for the Employee (when the Employee does not show up for work for personal reasons) is the topic of the next discussion and should be defined to complete the statement in Article X. Additionally, whether the Employee will pay for the days the Employee does not show up for work by reason of personal leave should be documented. This can be accomplished by selecting the "Paid" checkbox or by selecting "Unpaid if the Employee will not be paid for personal leave days has been established, a basic discussion will need to be had regarding unused personal leave days. Naturally, these differ from vacation days since the Employer will not always be required to pay the Employee when personal leave day that is unused so that it can be paid to that Employee then, select the first checkbox presented in the list of options provided and record the dollar amount that shall be paid for one unused personal day. (37) Rollover Personal Leave Days. If the Employer will allow for unused personal days to be added to those that will be available for the next year, then establish this by marking the second checkbox statement and reporting the number of days the Employer will be allowed to roll over to the next year. (38) Forfeited Personal Leave. If the personal days that are left unused by the Employee at the end of a work year will be lost and unavailable the following year, then select the third checkbox statement of this list. (39) Other Personal Leave Options. If the unused personal days shall be subjected to a process that, as of yet, is undefined then mark the checkbox labeled "Other." A space in this choice is presented so that a direct report on how the Employee will treat the Employee's unused personal leave days at the end of the year can be produced. (40) Over-Used Personal Leave. In some cases, an Employee may be dealing with a lengthy and demanding crisis. If so, then the number of formally available personal leave days may not be adequate. If the Employer will allow the Employee to access unused vacation time as personal leave, then select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." Otherwise, select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." Otherwise, select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." Otherwise, select the "May Not" checkbox to indicate that personal leave, then select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." Otherwise, select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." Otherwise, select the "May Not" checkbox to indicate that personal leave, then select the box labeled "May." 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Confidentiality (43) Post Termination. Notice the twelfth article specifically forbids the Employee from sharing the Employeer's confidential business information (i.e. marketing strategies, research and development projects, day-to-day operating procedures, etc.) with a Third Party. This can handicap an Employee if such an imposition is permanent. Therefore the Employer must document the number of months and years after the Employee's termination during which the language of Section Twelve applies to the Employee's behavior. The maximum number of months or years of this effect should be dispensed and the appropriate checkbox to define this period (i.e. "Months" or "Years") must be selected. Take note, that State and County Laws will often apply to this condition, and it will be up to the Employer to make sure that this contract does not apply the twelfth article for an illegal length of time after termination. XII. Non-Compete Select Item 45 (44) No Non-Compete the same field after his or her termination when the information that the Employee is privy to can be used by a Competitor in an unfair manner on the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating in the same field as the Employee will not be barred from operating liberty. Note that if this option is selected, you may proceed directly to Section XIV. (45) Effecting The Non-Compete Agreement. If the Employer and Employer and Employer eterminate this agreement, then the second checkbox should be selected. This will allow the Employer to dictate what actions or industries the Employee will be barred from working in once the concerned work agreement is terminated. For instance, many Temporary Agencies would not wish a Temp to work for one of their Clients through a different Agency should the employment agreement be terminated. This can be prevented through a non-compete clause. Continue through this choice to further define how the Employee may or may not behave once employment is terminated. Select And Complete Any Combination Of Items 46 Through 49 (46) Withholding Employee from working in the same industry. or similar industries as that of the Employer is available by selecting the appropriate checkbox from the list of conditions provided and documenting each field the Employee will be barred (temporarily) from working in once this contract is terminated. It should be noted that such a condition cannot be imposed indefinitely. (47) Prohibiting Employment With Specific Employer's Competitor to gain access to sensitive information by hiring the Employee after termination completes. To restrict the Employee from taking on a position with the Employeer's Competitor(s), select the second condition of the non-compete options then list the legal name of each Competitor the Employee may not work for after termination for the term that will be defined in this section. (48) Withholding In Same Industry As Employee has learned sensitive Company Information and wishes to enter the same field as a Competitor or Employer named in the First Section), select the third statement, and document the exact areas of industry that the Employee may not act as an Employer during the non-compete time. (49) Other Non-Compete Provisions. Any non-compete condition that should be imposed to the termination of the professional working relationship this contract discusses must be included in this section. Therefore, to document additional non-compete requirements, select the "Other" box then use the available space to give specific details that adhere to the employment laws set up by the relevant State and Federal governments. (50) Effective Time Of Non-Compete Agreement. Establish the number of months or years following termination when the non-compete conditions above will apply to the Employee by presenting the appropriate number and indicating if it is in "Months" or "Years." XIV. Employer's Role (51) Employee Authority. The Employee represent the Employee represent the Employee takes until authorized by his or her Supervisor. If the Employee represent the Employee takes until authorized by his or her Supervisor. If the Employee represent the Employee agreements with Customers or Third Parties) then select the checkbox labeled "Shall." If not, then select the checkbox labeled "Shall Not." (52) Page Four Acknowledgment. The Employee should display his or her acceptance of the conditions listed on the fourth page by initialing the appropriate area. XV. Appearance (53) Attendance Requirement. Naturally, the Employee to work at the time he or she is scheduled at the location he or she has agreed to. Some events may occasionally prevent this from happening (i.e. a severe traffic jam in multiple areas) thus rendering the Employee unable from fulfilling this obligation. The Employee can set up a certain number of days when the Employee is allowed to not show up yet face no repercussions by defining this number in the space provided. XVI. Disability that the Employee must (prematurely) terminate this contract as a result of the onset of a disability that prevents him or her from working in the concerned position will also be discussed in this paperwork. Set the number of days' notice the Employee must give the Employee from continuing in the concerned job by recording to the statement made in Section Sixteen. XIX. Notices (55) Employee. The formal mailing address where the Employer expects any and all notices from the Employee regarding this agreement to be directed should be presented formally. Make sure to also include the legal name of the Employee. The mailing address where all Employer expects any and all notices from the Employee must be presented. (57) Fifth Page Confirmation. The information produced to the fifth page must be reviewed by the Employer and the Employer. Employee will be expected to be compliant with and will have a strong bearing on how this agreement operates. Record the name of the Employee should a disagreement or violation of provisions occur. Employee (59) Signature. Once this contract has been completed and reviewed by the Employer, he or she must sign it. If the Employer is an Entity (such as a corporation) then an Authorized Signature Party must report his or her title or position with the Employer. entering this agreement. Employee (63) Signature. The Employee must sign this contract upon a successful review to enter this professional relationship. (64) Date. The signature date, but it must be the exact calendar date that the Employee signed his or her name. (65) Title. The Employee's job title or position should be dispensed. (66) Sixth Page Acknowledgment. Both Signature Parties (Employee and Employee's job title or position should be dispensed. (66) Sixth Page Acknowledgment. Both Signature area to present their initials of authorization to this final page. Related Agreements Dentist Employeent Agreement -Between a dental office and a practitioner ('dentist'). Download: Adobe PDF, MS Word (.docx), OpenDocument Real Estate Agent Employment Agreement - Between a real estate agency and an agent. Download: Adobe PDF, MS Word (.docx), OpenDocument

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