**HUMAN RESOURCE MANAGEMENT (HRM) - CONTRACT OF EMPLOYMENT**

Siobhan O’Farrell is overjoyed! She has just come out of an interview where she has been offered the job of Trainee Administrator at McDoodle’s Poodle Parlour. She will commence work on 5 May 2009 and will be contracted to work 37 hours. She will be entitled to 4 weeks paid holiday. Additional information will be obtained in the Employee handbook. The appointment is until you reach retirement age or until either party gives notice.

**TASK**

**DESIGNING A CONTRACT OF EMPLOYMENT**

Your task is to draw up a *Contract of Employment* for Siobhan. Use any other information you have on McDoodle’s to help complete the form. The contract should be no more than 2 pages.

* Download the document ‘contract of employment’ from Moodle and save into your userarea
* Insert a Footer called Contract and a Header with your name and date
* Set your margins as follows: top and bottom 1 cm, left at 2cm and right at 1.5cm
* Insert page number at bottom and right.
* Use font size 16 for main heading, 12 for sub headings and 10 for body text.
* Embolden main and sub headings
* Complete the Contract of Employment for Siobhan ensuring **all** parts are completed fully.
* Make 2 other changes to your contract that would make it look more professional
* Do a spell check and save work, print a hard copy and give to your teacher for marking.

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