**HUMAN RESOURCE MANAGEMENT**

**CONTRACT OF EMPLOYMENT**

**Silver Star Holiday Camps**

*Requires an*

**Entertainment Officer**

Must have experience of organising and booking

acts, bands and events.

Qualifications in hospitality needed.

Salary £24,000

3 weeks annual leave.

Due to the nature of the job a three-month notice period is in force.

Siobhan O’Farrell is overjoyed! She has just come out of an interview where she has been offered the job of Entertainment Officer at Silver Star Holidays (part of the advertisement she replied to is shown here). This will involve booking acts and bands, drawing up and entertainment programme and being in charge of an entertainment staff of 50, whose job it is to keep the holiday makers happy.

**Your task:**

1. Study the example contract of employment you have been given. Write in the box below the main issues that a contract of employment contains.
2. Draw up a contract of employment that you think would be suitable for Siobhan using the information you have been given about the job. Follow the instructions given below:

* Open a Word document and save into your personal folder.
* Insert a Header called Contract and a footer with your name, date and my name.
* 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, 14 for sub headings and 12 for body text.
* Embolden main and sub headings.
* Do a spell check and save work, print a hard copy and give to your teacher for marking.