

Work Contract Form

It is On this day / / 20 this contract was issued between

First Party: (Department/Authority/Institute)

Represented by/.....as

Second Party: Mr./Mrs./Ms.....

Nationality:.....with Passport No.:.....

ID Number:..... Address:.....

Both parties agreed on, after acknowledging their full capacity legally: -

Article 1:

The “Second Party” is hired with the “First Party” to work as ()

With a basic salary of () AED only, and a total salary in amount of (),
the total salary of the employee includes all the following allowances with
consideration to specify the amount to each allowance mentioned below:

-1

-2

Article 2:

The Second party will obtain the following privileges added to their total
salary: (If Found)

1.



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Article 3:

The duration of this contract is (One Year maximum) starting from the join date, and is possible to extend the contract to similar durations, the second party must start working directly after the confirmation of his recruitment form by the Department of Human Resources.

Article 4:

The “Second Party” will acknowledge to have read the civil service law of the Fujairah Government and its adjustments, and that they will committee to all the duties and will refrain from the prohibited mentioned in them and all the related decisions.

Article 5:

The “Second Party” will committee to preforming all the duties and responsibilities related to the job, or any other tasks they are assigned to related to his job.

Article 6:

The “Second party” will be put through a testing period of 3 months and is extendable to 3 months more, the “First party” has the right to terminate the services of the “Second Party” during this time, by notifying them 5 work days’ prior, the employee has the right to resign from his job in the testing period after notifying their entity in a similar notice prior.

Article 7:

The rules of leaves are countable to the “Second Party” according to the civil service law in Fujairah Government.



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Article 8:

The First Party has the right to not renew the contract, also has the right to terminate any time but has to give a notice in writing a month prior to the date of termination, the first party has to total salary of one month to the second party to compensate the termination.

Article 9:

The second party can resign from his job with a written request to notify the first party, 2 months prior. The resignation is considered acceptable if the First party did not give a suitable decision about the resignation and did not notify the second party in 1 month of presenting it.

Article 10:

The contract is expired once the duration of the agreed period, if there was no agreement between the parties to renew the contract

Article 11:

The “Second Party” deserves at the end of their service, an end of service reward and a cash allowance for the annual leave credits, in according to the civil service law in Fujairah Government.

Article 12:

Any conditions that are not stated in this contract or can be agreed upon later by an addition to or adding to the contract will be considered Integral part of it, in condition to sign and be aware of it.



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Article 13:

If any conditions that are not clear in this contract, it will be referred to the civil service law of Fujairah Government.

Article 14:

This contract shall be governed and interpreted in accordance with the laws, regulations in force in the United Arab Emirates, and any dispute arising or linked to the implementation of this contract or its interpretation and not resolved by peaceful means shall be referred to the conciliation committees and when the agreement is not possible, it shall be referred to the courts of the UAE (Fujairah headquarters) with all its degrees for adjudication.

This contract was made by two copies, complete and effective, and it was signed by both parties, and each party receives one copy to work according to it.

“First Party” Signature

“Second Party” Signature