

Dorchester Presbyterian Church
Addendum 3: Terms of Employment
Session Approved: November 21, 2017

(On School/Church Letterhead)

Terms of Employment

Name & Address of Applicant

Dear _____,

Thank you for your time spent interviewing for the job opening at Dorchester Presbyterian/Good Shepherd School. We believe you are a good match for the position and we are pleased to offer you the _____ position.

Job Title: _____
Reports to: _____
Hourly Rate/Salary: _____
Part Time/ Full Time: _____
Work Week: _____
Start Date: _____

Paydays are every two weeks on _____ and are made by direct deposit.

Vacation: Two weeks (___ days) paid vacation with the first week accrued after 6 months and the second week accrued after the first year of employment.

Holidays: There are twelve paid holidays.

Personal Days: Upon hire you are also granted two paid personal days.

Your start date is contingent on passing a background check.

Supervisor Signature: _____ Date _____

Personnel Signature: _____ Date _____

Applicant's Signature: _____ Date _____

Upon acceptance of the terms of employment a copy of this letter along with the following completed documents must be submitted to the Financial Administrator. (W-4 Withholding Form, Direct Deposit Authorization, and Employment Eligibility Verification Form I-9)