

Employment Contract Check

Questions to ask before signing

- ☐ Confirm the legal employer, workplace, role and contract dates.
- ☐ Check pay, pay date, deductions and how overtime is handled.
- ☐ Confirm working days, hours, breaks and days off.
- ☐ Clarify leave, probation, termination and notice terms.
- ☐ Check insurance, pension and other benefits that apply to your case.
- ☐ Record housing / deposit arrangements separately if provided.
- ☐ Confirm visa sponsorship or student-work authorization before starting.
- ☐ Keep a signed copy and get qualified advice about terms you do not understand.

Employer and role

Contract reviewed on

Questions outstanding

Advice / official contact

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Not a government form, legal advice or a complete official document list. Check current requirements with the responsible office. Personal details stay on your copy; Settle Seoul does not collect them.