

## Terms and Conditions

**THIS DOCUMENT IS NOT A CONTRACT AND IS NOT LEGALLY BINDING**

### EMPLOYMENT AGENCY INFORMATION

Name of Employment Agency:	License Number:
Name of Agency Staff or Salesperson:	Telephone:
Address:	Email Address, if available:

### DESCRIPTION OF WORK AND FEES

Type of service to be performed:	Anticipated rate of wages or compensation:
Anticipated number of hours of work per day:	Anticipated number of days of work per week:
Anticipated period of employment:	<input type="checkbox"/> Temporary <input type="checkbox"/> Permanent

**Fee for Job Placement** (See attached Sections 185 and 186 for maximum fees Agency can charge by law.)

- Check here if the fee will be paid by the employer.  
 Flat Placement Fee Total Amount: \$ \_\_\_\_\_  
 Percent of Salary: \_\_\_\_\_% of \_\_\_\_\_ Months or Weeks (circle one)

#### Fee Payment Schedule

The fee shall be paid:

- in ten equal weekly installments payable at the end of each of the first ten weeks  
 in five equal installments payable at the end of each of the first five pay periods  
 other: \_\_\_\_\_

### SUMMARY OF IMPORTANT TERMS AND REQUIREMENTS

**Receipts:** Agency will provide you a separate, written receipt for every deposit, fee or charge collected by it.

**Fee Amounts:** Agency cannot accept a deposit or charge you a fee before you are paid by the employer.

**Legitimate Employment:** Agency will only send you to current, legitimate job openings obtained from the employer, unless they tell you otherwise in advance of being referred.

**Work Hours:** Agency will provide you prior to placement with the hours per week you are expected to work.

**Work Conditions:** Agency may provide you prior to placement with information about (1) whether you will be paid on a weekly, bi-weekly, or monthly basis; and (2) whether there are any health and/or safety risks involved and what steps may be taken to prevent or control those risks.

**AN EMPLOYMENT AGENCY MAY NOT CHARGE YOU, THE JOB APPLICANT, A FEE BEFORE REFERRING YOU TO A JOB THAT YOU ACCEPT. IF YOU PAY A FEE BEFORE ACCEPTING A JOB OR PAY A FEE THAT OTHERWISE VIOLATES THE LAW, YOU MAY DEMAND A REFUND, WHICH SHALL BE REPAID WITHIN SEVEN DAYS. IF YOU HAVE A COMPLAINT OR NEED MORE INFORMATION, CALL 3-1-1.**