

Terms and Conditions

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

Employment Agency Information

Name of Employment Agency:	DCWP License Number:
Name of Agency Staff or Salesperson:	Telephone Number:
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, biweekly, 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.