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| **employer name, address and phone number** | **date of request** | **Positions available** | **HOurs per day** | **HOurs per week** | **HOURly Or weekly rate of pay** | **Applicant Name, Address and Phone number** | **Application Date** | **Applicant Hired (Y/N)** | **Start Date** | **fees** | | | | **refund Log** | | | | **notes** |
| **Fee Paid by: (E)-employer**  **OR**  **(A)-Applicant** | **FEE PAID** | **Date paid** | **Reason for Applicant Fee** | **date Of Demand** | **date refund Provided** | **amount of refund** | **reason for refund** |
| ABC Employer | 1/1/14 | nanny | 9 hrs/ day | 40 hrs/  week | $17/hr | Susie Jones | 1/2/14 | N | n/a | A | $120 | 1/2/14 | Deposit for Job Placement Assistance | 1/8/14 | 1/8/14 | $120 | Not Placed | N/A |
| 123 Job Street  Queens, NY | 123 Home Street  Queens, NY |
| (718) 555-5555 | (718) 111-1111 |
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