

Employment Agency Register and Refund Log

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 123 Job Street Queens, NY (718) 555-5555	1/1/14	nanny	9 hrs/day	40 hrs/week	\$17/hr	Susie Jones 123 Home Street Queens, NY (718) 111-1111	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