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| **employer name, address and phone number**顾主名称**,** 地址**和**电话号码 | **date of request****要求日期** | **Positions available****职位空缺** | **HOurs per day**每天工作小时 | **HOurs per week**每周工作小时 | **HOURly Or weekly rate of pay**每天／每周工资 | **Applicant Name, Address and Phone number**求职者姓名**,**地址**和**电话号码 | **Application Date**申请日期 | **Applicant Hired (Y/N)**求职者是否受聘请**(是/否)** |  **Start Date****开始日期** | **fees 费用** | **refund Log****退款记录** | **notes****笔记** |
| **Fee Paid by: (E)-employer****OR****(A)-Applicant** 费用支付方法E）雇主A）求职者 | **FEE PAID****费支付** | **Date paid****日支付** | **Reason for Applicant Fee****费用原因** | **date Of Demand****退款要求日期** | **date refund Provided****退款日期** | **amount of refund****总退款** | **reason for refund****退款原因** |
| 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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