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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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