



Employee Contract

Dental Employment Services, Inc. specializes in temporary and permanent referrals for dental related work. This document is your contractual agreement with us.

TEMPORARY PLACEMENTS

When accepting a temporary job through Dental Employment Services, Inc., you must confirm with the office on the same day you accept the assignment or risk losing the assignment. You are required to inform the office you were referred by Dental Employment Services, Inc. When confirming your assignment with an office, be sure to do the following:

1. Confirm assignment date and hours. You must arrive at least 15 minutes prior to the patient start time and notify us of any changes in hours.
2. Ask for the office address, explicit driving directions to the office, and parking availability.
3. Clarify the appropriate attire for the day. Please keep in mind scrubs may not be the appropriate attire.

It is the responsibility of the employer dentist, not Dental Employment Services, Inc., to pay your agreed compensation and all applicable payroll and employment taxes. Payroll may be processed daily or on the office payroll schedule. We have secured a four hour minimum workday for all temporary placements. For payroll purposes, please bring the following with you to each of your temporary assignments:

1. Passport OR Driver's License AND Social Security card.
2. A W-4 and I-9.
3. A copy of your professional license (RDH & DDS) and malpractice insurance (DDS).

Before leaving the office, report in writing your actual hours worked and retain a copy for your records. Ask the office their payroll schedule and when your paycheck will be mailed. **DO NOT** ask for your paycheck on the day you work.

Our "Hot List" is a service provided to all personnel who wish to work on temporary assignments. The following are our "Hot List" Procedures:

1. If you are very eager to work on a particular day, you may call or email our office to place yourself on the "Hot List" for the day(s) you are available. By placing your name on the "Hot List" you are making a commitment to be available for work that day(s).
2. If you become unavailable on a day you have put yourself on the "Hot List," you are required to inform us so we may change your status for the day. If you fail to do this, you will not be allowed to use our "Hot List" services.

The following are professional requirements while working through Dental Employment Services, Inc. This list is not all-inclusive:

1. Please arrive on time to all assignments. Late arrival may result in loss of job for the day.
2. If you need to cancel an assignment, please call us at least 24 hours in advance (our phones are always on). Please do not call the office you are scheduled to work. We will notify them for you.
3. If you have an extreme emergency arise and need to leave an assignment early, please contact us and we will make arrangements with the office.
4. Behave in a professional manner at all times, including appropriate conversation and attire.
5. Please do not arrive smelling of smoke, alcohol or excessive perfume.
6. Return all phone messages left by us. If you fail to respond to us, you may not be called again for work.
7. Listen to messages left for you before returning our phone calls. We speak with numerous people a day, and this allows us to better serve you.
8. Notify us immediately of any problems, concerns or questions with your temporary assignments.

To continue our high level of service, we depend on your professionalism in completing your assignments. We are dedicated to your professional well-being, so if you have any problems do not hesitate in calling us.



Employee Contract cont'd

TEMPORARY PLACEMENTS cont'd

The employer dentist pays us a fee for your being placed in his or her office. It is your responsibility to report to us any and all employment that results, directly or indirectly, from your initial placement. This includes any additional days worked following your initial placement. Working interviews are treated as temporary placements and must be reported by you. Additional contacts to other offices made through offices to which you have been initially referred by us must be reported as well. Your failure to report any such additional contacts to us is a violation of this contract and may result in charges assessed to you, including but not limited to the amount of the referral fee for any employment resulting from such additional contacts.

PERMANENT REFERRALS AND PLACEMENTS

It is your responsibility to report to us any permanent employment that results, directly or indirectly, from any referral given you by Dental Employment Services, Inc. Additional contacts to other offices made through offices to which you have been initially referred by us must be reported as well. A one time fee is paid to us by the employer dentist for your permanent placement in his or her office. You are responsible to report to us if the number of actual days worked changes from the initial hire, whether increased or decreased. You must report any permanent placement prior to the first day actually worked.

Any reports required under the preceding paragraph must be mailed, faxed, emailed or phoned in to us, with a return confirmation from us. Your failure to report any such permanent placement, additional contact, or change in number of days worked as set forth above, is a violation of this contract and may result in charges assessed to you, including but not limited to the amount of any permanent placement fee that cannot be collected from your employer.

Your compensation for any permanent placement shall be negotiated between you and your prospective employer dentist. We do not enter into negotiations of salary and/or benefits due permanent employees.

REFERRAL CONTACTS

We will give you referrals for both permanent and temporary positions. If you have received a referral from any other source prior to our offering it to you, it is your responsibility to inform us at the time we provide such referral to you. If you fail to do so, such referral will be deemed a referral provided to you by us. All referrals we provide to you are subject to the terms of this agreement, regardless of when you make contact with the referred office and regardless of what position you are eventually hired for, either at the referred office or at another office you made contact with through the office of initial referral. You agree to abide by OSHA guidelines, and reasonable rules of any employer to whom you are referred.

NOTICE TO APPLICANT -- READ BEFORE SIGNING

This is a contract. Do not sign this contract before you have read it. Violation of any of the above contract may result in Dental Employment Services, Inc. exercising its right to no longer refer you to prospective employers.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____