

DENTAL RESOURCE MANAGEMENT APPLICANT CONTRACT

Please read the following policies carefully. If you have any questions now or in the future, PLEASE ASK! Good communication is the key to our maintaining a pleasant working relationship. Our office phone number, (512) 462-2959, is answered 24 hours a day, 7 days a week. After normal office hours follow directions on the recorded message.

ALL APPLICANTS:

1. Placement fees are paid by the employer.
2. All confidential information you share with us is kept confidential. In return, all information we share with you about a position must be kept confidential.
3. You can change, inactivate, or reactivate your status with us at any time by your verbal or written notification. You must keep us informed of any change in your job status, address, and /or phone number.
4. It is within the sole discretion of Dental Resource Management to refuse to refer you for permanent positions or temporary assignments. Reasons for such refusal may result from, but not be limited to the following: failure to pass our screening process which includes reference checking and criminal background checking, non-compliance with our policies, failure to complete a temporary assignment, or poor job performance.

APPLICANTS FOR REFERRAL FOR PERMANENT EMPLOYMENT:

1. We cannot be effective in helping you secure employment without your open communication with us. To that end we ask that you check with us before responding to other job openings you learn about through classified ads, referral by a friend, etc. It is important in keeping our records accurate and current.
2. We work from very specific job orders. We will not call you about a position or send you on an interview unless your qualifications meet the criteria of the potential employer. With that in mind, do not become discouraged if we do not contact you immediately.

APPLICANTS FOR TEMPORARY EMPLOYMENT:

1. As a temporary, you are regarded as an employee of Dental Resource Management to comply with IRS regulations. As such we pay you directly, withholding, matching, and paying all appropriate taxes. You will receive a W-2 from us at the end of the calendar year.
2. You are not to return to an office that we have sent you to or schedule further assignments on your own. Should you do so, you are subject to termination as our temporary.
3. You are not obligated to accept each assignment offered but once you have accepted assignment, you are expected to complete it. If, after you accept an assignment, an emergency or illness causes you to be late or absent, call us immediately!
4. Should you accept an offer of permanent employment, we ask you give us the same courtesy of two weeks notice you would any employer.
5. Upon completion of a temporary assignment you must notify our office of your availability for further assignments. Failure to do so could result in denial of unemployment benefits with T.W.C., should you file for them.
6. Your duty as a temporary is to function in the assigned office as directed by the dentist or other supervising staff. Should you question the legality of a procedure, call us before proceeding.
7. If permanent employment is accepted anytime within six months of the last date of a temporary assignment in an office, our permanent placement fee is to be paid by that office. Should an office offer you a position, notify us prior to accepting their offer.
8. This office upholds the principles of the various state and federal laws relating to employment. Should you as a temporary in an office experience any discrimination based on age, sex, race, religion, national origin, disability, or sexual orientation, or feel you are the recipient of any sexual harassment, you should notify our office as soon as the situation allows. We will take a verbal report. We will then write up a report, asking you to come by our office to review the facts. We will then take appropriate action.

I have read, understand, and agree to the policies of Dental Resource Management.

Applicant signature _____ Date _____

Consultant signature _____ Date _____