

Employment Agency Agreement

This agreement ("Agreement") is made this _____ day of _____, _____, between _____, a staffing agency henceforth known as "Agency," and _____, a prospective temporary employee henceforth known as "Employee."

Agreement is made to establish a relationship between Agency and Employee, regarding the Agency's efforts to secure employment for Employee.

Agency agrees:

- to maintain updated résumé and/or contact information for Employee, and to provide said information to any interested companies.
- to allow Employee access to any job listings Agency provides, whether on a job website, Agency website, newsletter, etc.
- to contact Employee _____ regarding any jobs that may fit Employee's qualifications.
- to submit Employee's name to any matching jobs **{daily, w** , and to make all possible efforts to find employment for Employee.
- to pay Employee {} via { }.

Employee agrees:

- to acknowledge that **{he/she}** is a representative of Agency and is expected to act accordingly while on any job and/or in any capacity in which Agency is involved.
- to provide Agency with updated résumé and/or contact info.

- to maintain confidentiality about any information related to Agency and any company that may hire Employee.
- to inform Agency if **{he/she}** will be late, is unable to attend work, intends to quit a job, receives an offer of promotion, etc.
- to turn in timecards { }.
- to accept that any hiring company will pay Agency directly, and that Agency will pay Employer, less a _____% fee and any applicable taxes.

Either party may terminate this Agreement at any time, without penalty.

Employee Name

Agency Representative Name

Date

Date