

APPLICANT REFERRAL AGREEMENT

I _____ AGREE AND UNDERSTAND THAT:

1. The information on this application is true and complete to the best of my knowledge. I understand that giving false or withholding information is grounds for immediate dismissal by Pro Domestics, Inc. or the Employer.
2. I am not required to pay a referral fee to Pro Domestics, Inc. I understand that my Employer pays all the fees associated with a referral to Pro Domestics, Inc. I agree not to work for the Employer referred by Pro Domestics, Inc. unless I have been authorized to do so by Pro Domestics, Inc.
3. I have to meet certain Pro Domestics, Inc. requirements in order to apply with them for a job search. I agree to take training courses if I don't have any formal training, agree to keep all my certifications current and comply with Pro Domestics, Inc. continuous education requirements. I am responsible to cover all fees associated with training/s, not Pro Domestics, Inc. a) Upon applying for housekeepers position, I agree to sign up for training upon offering the position and take training within first 3 months of employment as it is a mandatory requirement in order to get hired through Pro Domestics, Inc.. b) Upon applying for Elder Care positions, I agree to sign up upon hire, take the mandatory 12 hour training within first 3 months of employment and comply with annual CEUs of the agency. I understand that I can take a full 40 hour Basic Caregiver Training course instead of 12 hour course as I will get more knowledge. c) Upon applying for Child Care positions, I understand that I am required to take the initial course Pro Domestics, Inc. requires within the first 3 months of employment and sign up for it upon hire. I also understand and agree that I need to constantly improve my knowledge and skills by taking additional courses throughout the year. I understand that for some positions I will be required to: become CPR/First Aid certified, do the TB test and/or annual doctor's physical exam, as well as get a bond and insurance if required by employer.
4. Pro Domestics, Inc. and my employer will depend on the information provided by me on the application and other additional documents or information that I may provide. I give permission to Pro Domestics, Inc. and my prospective Employers to verify and use all the information given by me for employment purposes. I agree for Pro Domestics, Inc. to release this information to a third party, including potential Employers.
5. I must inform Pro Domestics, Inc. of any contracts, acceptance of position, job offers or any engagement that may appear during my job search. I agree that upon the offer of the employment if Pro Domestics, Inc. refers me to a Client, I will notify Pro Domestics, Inc. that the Client offered me a position. I agree to inform Pro Domestics, Inc. upon the change of work hours comparing to that what was stated in the referral agreement between the Client and Pro Domestics, Inc. I agree to start working only after Pro Domestics, Inc. receives full referral fee from my Employer. I understand that I can be held liable for the Referral Fees associated with my referral if I refuse to inform Pro Domestics, Inc. that I was hired by their referred Client without a referral fee paid in full.
6. Pro Domestics, Inc. does not investigate Families' background and does not give any guarantee that the families will be suitable.

