



Applicant Agreement

I, _____, attest to having the appropriate experience and/or necessary credentials to work as a Dental Assistant, Hygienist, Front Office Personnel. **(please circle one)**

As an applicant with Denta-Temp Staffing, Inc. (DTS), I agree to the following:

1. I will conduct myself in a professional manner at all times while on assignment (no cell phone use, reading magazines, watching TV, sleeping, asking for free dental work, etc), up to an including no inappropriate interactions, such as verbal or physical touching or any behavior that could be identified as sexual misconduct, between applicant and assignment location staff or their patients.
2. I will dress professionally for the assignment (i.e. scrubs for back office/professional dress for front office). **Solid black scrubs are preferred.**
3. I will cover up any body art and remove any non-traditional piercings while on an assignment.
4. I will contact the office directly if I am running late or stuck in traffic.
5. If for some reason I can not keep a commitment to an assignment I have taken, I will contact Denta-Temp Staffing, Inc. at **602-738-8989** as soon as I know I will not be able to make the assignment so another applicant may be contacted to fulfill the needs of the client office. **If you do not show up for a committed assignment and you do not call the agency, you will not be eligible to work with DTS now or in the future.**
6. I will **not** give out my personal phone number to any client office. I will notify Denta-Temp Staffing, Inc. immediately if I am contacted directly by a client office that DTS previously placed me.
7. I agree not to take on additional temp days or a permanent position with a client office that Denta-Temp Staffing, Inc. has placed me in without the knowledge and consent of DTS. **I also agree to be personally liable for any temporary/permanent fees that apply should I accept an assignment with a DTS client outside of the agency.**

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8. I agree to give Denta-Temp Staffing, Inc. a two-week notice should my status as a temp change.
9. If I have a change in my credentials or licenses, I will **immediately** notify Denta-Temp Staffing, Inc. of the change.
10. If we run a Criminal Background Check, let us know if there is anything we should be aware of.
11. Provide contact number and name for your previous employer.
12. I understand that the client office will pay me my wage directly and that I am responsible for reporting my hours in a manner acceptable to the client office. I also understand that I may have to wait to receive my compensation from the client office depending on their payroll schedule. If you are being paid by DTS through payroll, a signed DTS time sheet is required to process your paycheck. Payroll is cut Tuesdays of the following week.
13. I understand that I am applying for temporary employment and that if I am awarded work, it is for daily or short-term assignments as they are presented to me, and there is no guarantee or promise for additional work. I understand that it is my responsibility to contact DTS to advise of my availability for work, otherwise DTS will assume that I am unavailable for work and voluntarily quit.
14. I understand that I am personally responsible and liable for any equipment I may break or damage while on assignment.
15. I understand that if the aforementioned terms are not adhered to, I may be personally liable for any misconduct or misrepresentation.
16. I attest that I have received and am up to date on my Hepatitis B vaccinations.
17. I attest that I have completed OSHA training within the past 3 years.

Date: _____

By: _____
(Signature) (Print Name)

Address: _____

City, State, Zip: _____

Phone Number: _____