



Adirondack Staffing Solutions, LLC

Phone Office (518) 982-0062 Fax (518) 982-0072

Cell Call or Text (518)867-5073

Email- dental@adirondackstaffingsolutions.com

Candidate Application & Agreement

Email or mail completed application to Adirondack Staffing Solutions, LLC Date: _____

Full Name _____ DOB: _____

Address _____

City _____ State _____ ZIP Code _____ Apartment/Unit # _____ Cell Phone (_____) _____ - _____

E-mail Address _____ Date/Days Available _____

Social Security No. _____ Desired Salary \$ _____ Position: **DA** **FD** **OM** **RDH**

How did you hear about us? _____

Are you looking for permanent or temporary placement? **Temporary** **Permanent**

Are you a citizen of the United States? **Y** **N** If no, are you authorized to work in the U.S.? **Y** **N**

Are there specific days of the week you can work? **Y** **N**

- | | | | | |
|------------------------------------|--|---|-------------|-----------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Saturday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Available Anytime | <input type="checkbox"/> Only Available | From: _____ | To: _____ |

Education

High School _____ Address _____
From _____ To _____ Did you graduate? Yes No Degree _____

College _____ Address _____
From _____ To _____ Did you graduate? Yes No Degree _____

Other _____ Address _____
From _____ To _____ Did you graduate? Yes No Degree _____

Have you received the COVID 19 Vaccine? **YES** **NO** Boosted? **YES** **NO**

If no, do you intend to? (Please feel free to say "I'd rather not say") We value your privacy; however, some office may request vaccinated and boosted folks.

References

Please list three professional references (Please do not list former co-workers)

Full Name _____ Relationship _____

Company _____ Phone Number _____ Email _____

Full Name _____ Relationship _____

Company _____ Phone Number _____ Email _____

Full Name _____ Relationship _____

Company _____ Phone Number _____ Email _____

Employment History

Company _____ Phone (____) _____ - _____

Supervisor _____ Job Title _____

Address _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone (____) _____ - _____

Supervisor _____ Job Title _____

Address _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

Company _____ Phone (____) _____ - _____

Supervisor _____ Job Title _____

Address _____

Starting Salary \$ _____ Ending Salary \$ _____

Responsibilities _____

Reason for Leaving _____

May we contact your previous supervisor for a reference? Yes No

Military Service

Branch _____ From _____ To _____

Rank at Discharge _____ Type of Discharge _____

If other than honorable, explain _____

Additional information: Any facts that may pertain to your desired position and location- ie: miles willing to travel, estimated future plans for school, relocation, goals, etc. _____

Adirondack Staffing Solutions, LLC

Candidate Agreement

Direct Dental Office & Temporary Employment Offers

It is our pleasure to work with you in serving this community. Together we are helping so many offices with their scheduling, allowing them to maintain productivity and keep a low stress environment for their existing employees. We enjoy giving you and the offices the freedom to work together in scheduling other dates and permanent opportunities directly. This agreement outlines the requirements in order to maintain a professional relationship that allows us all to work harmoniously. There is no cost to you for utilizing our services.

If a dental office that Adirondack Staffing Solutions has referred the Candidate to, directly offers the Candidate temporary, permanent or contract employment of any sort, within a period of one year from the time Adirondack Staffing Solutions referred the Candidate to the office, Candidate agrees that if they accept said offer, they will not only communicate to the Dental Office that the acceptance is "through the agency", they will also immediately notify Adirondack Staffing Solutions. Failure to do so will result in candidate's liability of the damages that Adirondack Staffing Solutions will suffer as a result of such actions.

Candidate agrees not to contact clients, vendors or employees of the Agency to make private arrangements with Dental Offices serviced by the Agency. Not informing the Agency of direct arrangements, within one year of referral to the Dental Office is in breach of this contract and you will be liable for damages. In the event that candidate derives an economic benefit, in any form from a violation of the candidate's obligations pursuant to the staffing agreement, it is hereby agreed that a portion of such economic benefit belongs to the agency. Candidate agrees to compensate the agency immediately upon agencies request in the amount of \$2290 (formula: \$1600 placement fee, damages of \$600.00 = 5% percent yearly advertising cost, \$90 labor cost \$30 per hour x 3hours).

This agreement also serves as a confidentiality agreement between "Candidate, Adirondack Staffing Solutions, LLC, and the "Dental Offices" and staff members of said "Dental Offices". Candidate agrees not to divulge to outside parties the dealings with Adirondack Staffing Solutions and the "Dental Offices" to which they are referred.

PAYMENT FOR YOUR SERVICES: Adirondack Staffing Solutions does not pay Candidates directly. Payment is made to Candidate in the form of cash, check, direct deposit, and occasionally through the client's payroll. Please keep your time sheets filed in a safe place as you may receive W2's and/or 1099's from said offices.

Adirondack Staffing Solutions does not guarantee any assigned temporary or permanent position to any dental office.

I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

I understand, accept and agreed to:

Signature

Date



Adirondack Staffing Solutions, LLC

Important Information for Temping

TIME SHEETS: Please send me a completed time sheet at the end of your shift, or if multiple days, at the end of your work week. Text is preferred to Andrea: (838)839-0576. If you forget to bring one with you to the office, most of the time receptionists are happy to print one from our website, if you ask nicely. There is a time keeping feature in the app that I am happy if you use, however some offices may need a copy of the paper time sheet.

PAYMENT FOR YOUR SERVICES: Adirondack Staffing Solutions does not pay "Temporary Candidate" directly. Payment is made to "Temporary Candidate" in the form of cash, check, direct deposit, and often through the client's payroll. Please keep your time sheets filed in a safe place as you may receive 1099's or W2's from said offices. Always feel free to ask the office directly how they handle temp pay/taxes. In the event a check is mailed, please allow at least 10 days before contacting us regarding payment.

PLACEMENTS: Please download our app, if you haven't already. All the available shifts will be posted there in real time. Occasionally offices do not inform me that they no longer need coverage until I let them know someone accepted the shift. Thank you for your patience with this. Adirondack Staffing Solutions cannot guarantee any assigned temporary or permanent position to any dental office. The placements get cancelled from time-to-time and sometimes we have to ask multiple people at the same time and the first to respond will get the shift. Last minute requests will usually be texted to you directly. Occasionally emails will be sent. Although a response is appreciated, please do not feel obligated to reply to texts that do not serve relevance to you.

GOOGLE CALENDAR: We highly recommend using the Google Calendar app. We send invites out, via email, with all of the information for your upcoming gig(s). Installing and using this app ensures you will have all of the information necessary for success. We have some candidates that have stated that as long as they "accept" the google invite, it will sync with their iPhone calendar. Great! We may eliminate this as the Adirondack Staffing Solutions App evolves.

Working Directly with offices in scheduling shifts: We completely allow and respect directly scheduling shifts and discussing permanent placement with our clients (dental offices). PLEASE KEEP US IN THE LOOP should you schedule any shifts with the offices directly, so that we can get the shifts on our calendar. It is a breach of contract to work directly with clients and not keep us informed, within a year of our referral to said office.

PERMANENT POSITIONS: Please let us know if you are either looking for a permanent position or would consider one. We work with so many dental offices with different needs. We would not want you to miss an opportunity with one of our great clients. Should you decide to work permanently with an office that we referred you to, please let us know.

Serving our community is priority. Thank you for choosing to work with us in doing so.