



Received by: _____
 Date: _____
 Time: _____

Employee Request Form

Center Name: _____ Contact Person: _____

Center Address: _____

Phone #: _____ Fax #: _____

Type of Employee:
 Emergency Substitute Substitute to Permanent Extended

Position Request:
 Director VPK Teacher Teacher Teacher Aide Cook

Room Assignment:
 Infant Ones Twos Threes Fours School Age

Date(s) needed: _____ Work schedule: _____

Additional Information: _____
 (i.e. - experience, training, _____
 pay rate, dress code etc.) _____

Timesheets must be completed & signed by both the director & employee. Timesheets are due at the end of each week the substitute works; i.e. close of business on Friday. Fax: 727-578-0995

Customer Agreement

Centers will be invoiced weekly for all hours worked by The Education Team employee during the previous week. Invoices are due upon receipt. Any invoice not paid within 7 days of the date of the invoice shall bear interest of one and one half percent (1.5%) per month (or in case of conflict with usury laws, the highest lawful amount). You further agree to pay reasonable cost of collections including attorney's fees and court costs.

If you, your successor or assigns, either directly or indirectly hire, utilize, consult with or other wise take advantage of the services of any employee placed at your company by The Education Team, you agree to be bound by The Education Team Buyout Policy. This stipulation shall also apply should you cause a third party to hire, utilize, consult with, or other wise take advantage of the services of any employee placed at your school by The Education Team.

Print Name _____ Sign _____ Date _____

This document must be signed and faxed to 727-578-0995, prior to placement of any employee.