



### Substitute to Permanent Request Form

Center Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Position Request:

Director  Teacher  Teacher's Aide  VPK Teacher  Cook

Type of Service:

Substitute/ Permanent  Emergency/ Substitute

Location:

Infant room  One year old room  Two year old room  Three year old room  
 Four/ Five year old room  After-school room  Kitchen  Office

Dates needed: \_\_\_\_\_ Work schedule: \_\_\_\_\_

**\*Timesheets must be completed and signed by both the director and the employee. The timesheet is due at the end of each week the substitute works, i.e. close of business on Friday. Fax 727-578-0995**

### Customer Agreement

**Substitute to Permanent Placement-** Submission of this form enters \_\_\_\_\_ (Client) and The Education Team Inc. in an agreement under the following conditions. Placement of the substitute requires a deposit of the bi-weekly salary of the substitute plus 25%, which covers Worker's Compensation Insurance as well as Payroll Taxes. Once the substitute fulfills 720 billable hours, you may elect to pay a conversion fee of \$195 to transfer the substitute to your payroll.

**Invoices-** Centers will be invoiced weekly for all hours worked by The Education Team Inc. employee during the previous week. Invoices are due upon receipt. Any invoice not paid after 3 days of the date of the invoice are subject to a \$50 dollar late fee and 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. You and your company agree to be liable for all debts arising from the relationship with The Education Team Inc.

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 Inc., you agree to be bound by The Education Team Inc. 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, Inc.

The Education Team, Inc. thanks you for your business and encourages you to contact us with any questions or concerns. We look forward to serving you.

Sincerely,  
The Education Team  
727-578-0999

\_\_\_\_\_  
Print name (owner/ director)      Sign name (owner/ director)      Date

*This document must be signed by the owner/ director and faxed to 727-578-0995, prior to placement of any employee.*