

Contrato

Información de la Agencia de Empleo

Nombre de la Agencia de Empleo _____
Número de teléfono _____ Número de Licencia _____
Nombre del vendedor o representante de la Agencia _____
Dirección _____

Información del Solicitante de Trabajo

Nombre del Solicitante de trabajo _____
Número de teléfono _____
Dirección _____

Tipo de Trabajo y Honorarios (Marque un casillero solamente y complete la sección.)

La agencia solamente puede cobrar un honorario por la colocación en un empleo. Esto quiere decir que la Agencia solamente puede cobrarle un honorario después de que le encuentra un trabajo. La Agencia NO PUEDE cobrar un honorario por:

- concertar entrevistas
- revisar su currículum vitae
- fotografías
- capacitaciones
- cualquier servicio aparte de colocar al Solicitante en un empleo

Trabajo doméstico/de casa y obra de mano sin capacitación o habilidades

(Clases A, A*, A**, A*** dependiendo si la Agencia reclutó al Solicitante en otro estado o país)

- La Agencia puede cobrar un depósito o un honorario por adelantado (a menos que el Solicitante sea reclutado de Hawai, Alaska, otro país).
- Por ley, la Agencia debe reembolsar el depósito u honorario anticipado si al Solicitante no se le encuentra empleo.
- Si al Solicitante se le coloca en un empleo, el depósito u honorario adelantado debe abonarse al honorario del Solicitante.
- ¿Se pagó un depósito u honorario por adelantado? Sí _____ No _____
- Si respondió sí, monto del honorario: \$ _____

Mecánicos o trabajadores industriales con habilidades o capacitación (no profesional) (Clase A1)

La Agencia puede cobrar un depósito u honorario por adelantado.

- La Agencia puede cobrar un depósito o un honorario por adelantado (a menos que el Solicitante sea reclutado de Hawai, Alaska, otro país).
- Por ley, la Agencia debe reembolsar el depósito u honorario anticipado si al Solicitante no se le encuentra empleo.
- Si al Solicitante se lo coloca en un empleo, el depósito u honorario adelantado debe abonarse al honorario del Solicitante.
- ¿Se pagó un depósito u honorario por adelantado? Sí _____ No _____
- Si respondió sí, monto del honorario: \$ _____

Teatrales (es decir, actores, cantantes, modelos) (Clase C)

Por ley, la Agencia no puede cobrar ningún depósito u honorario por adelantado.

Enfermería (Clase D)

Por ley, la Agencia no puede cobrar ningún depósito u honorario por adelantado.

Todos los otros tipos de trabajos, incluyendo comercial, secretarial, ejecutivo, administrativo y profesional y empleos fuera de Estados Unidos continental (Clase B)

Por ley, la Agencia no puede cobrar ningún depósito u honorario por adelantado.

Honorarios

Honorarios por Colocación en un Empleo

(Ver las Secciones 185 y 186 adjuntas para los honorarios máximos que, por ley, puede cobrar la Agencia.)

- Marque aquí si el honorario va a ser pagado por el empleador.
- Honorario fijo de colocación Monto total: \$ _____
- Porcentaje del salario: _____% de _____ meses o semanas (marque uno con un círculo)

Plan de Pago de Honorarios

El honorario deberá pagarse:

- en diez cuotas semanales iguales, pagaderas a fines de cada una de las primeras diez semanas.
- en cinco cuotas iguales, pagaderas al final de cada uno de los primeros cinco periodos de pago.
- otro _____

Nota: Por ley, la Agencia no puede pedirle al Solicitante que pague las cuotas más rápido. Cualquier otro plan de pago debe darle al Solicitante MÁS tiempo para pagar.

Condiciones y Requisitos Importantes

RECIBOS: La Agencia le proveerá al Solicitante un recibo impreso, individual, por cada depósito, honorario u otro cargo que recaude ésta, ya sea por adelantado o no.

MONTO DE LOS HONORARIOS: Los montos máximos que la Agencia puede cobrar están limitados por ley, dependiendo del trabajo. La Agencia no deberá cobrar ningún honorario que no esté en cumplimiento con las Secciones 185 y 185-a de la Ley Comercial General. Ver el plan de honorarios adjunto para más información.

REEMBOLSO DE HONORARIOS: La Agencia debe REEMBOLSAR EL MONTO TOTAL de todos los honorarios, depósitos u otros pagos dentro de siete (7) días de recibir la petición de devolución del Solicitante si la Agencia no le ha encontrado un trabajo al Solicitante. Si al Solicitante se le ha colocado en un trabajo, los montos de reembolso deberán estar de acuerdo con la Sección 186 de la Ley Comercial General (adjunto).

HONORARIOS CUANDO EL SOLICITANTE NO SE PRESENTA AL TRABAJO O ES DESPEDIDO: La Agencia no deberá cobrar ningún honorario que no esté de acuerdo con la Sección 185 de la Ley Comercial General en el caso que el Solicitante no se presente al trabajo o sea despedido, sin importar las circunstancias.

DECLARACIÓN SOBRE LOS DERECHOS DEL SOLICITANTE: La Agencia deberá proveerle a un Solicitante de Trabajo doméstico o de casa una “Declaración de los Derechos del Empleado”.

EMPLEO LEGÍTIMO: La Agencia solamente deberá enviar al Solicitante a los listados de oferta de trabajo legítimos de un empleador que reflejen los trabajos que están actualmente disponibles. La Agencia deberá contactarse con el empleado y verificar la disponibilidad del trabajo antes de enviar al Solicitante.

CONDICIONES DE TRABAJO: La Agencia deberá entregar la siguiente información antes de la colocación: las horas por semana que deberá trabajar el Solicitante; (2) si al solicitante se le va a pagar en forma semanal, cada dos semanas o mensualmente; y (3) si conlleva riesgos para la salud y/o seguridad y qué medidas se pueden tomar para evitar o controlar esos riesgos.

AVISO AL SOLICITANTE DE TRABAJO – LEA ESTO ANTES DE FIRMAR

No firme este contrato antes de leerlo o si algún espacio se deja sin llenar. La agencia de empleo debe darle una copia firmada de este contrato al momento en que usted lo firma.

IMPORTANTE: Es ilegal que una agencia de empleo cobre un honorario por la solicitud o el registro. La agencia solamente puede cobrar un depósito si usted está solicitando ciertos tipos de empleo. USTED TIENE DERECHO A UN REEMBOLSO. SI NO SE HACE EL REEMBOLSO DENTRO DE SIETE (7) DÍAS, TIENE UNA QUEJA O NECESITA MÁS INFORMACIÓN, LLAME AL 3-1-1.

Firma del Solicitante

Fecha

Firma del Representante de la Agencia de Empleo

Fecha

EMPLOYMENT AGENCY LAW

§ 185. FEES

1. CIRCUMSTANCES PERMITTING FEE. An employment agency shall not charge or accept a fee or other consideration unless in accordance with the terms of a written contract with a job applicant, except for class "A" and "A-1" employment, and except after such agency has been responsible for referring such job applicant to an employer or such employer to a job applicant and where as a result thereof such job applicant has been employed by such employer. The maximum fees provided for herein for all types of placements or employment may be charged to the job applicant and a similar fee may be charged to the employer provided, however, that with regard to placements in class "B" employment, a fee of up to one and one-half times the fee charged to the job applicant may be charged to the employer. By agreement with an employment agency, the employer may voluntarily assume payment of the job applicant's fee. The fees charged to employers by any licensed person conducting an employment agency for rendering services in connection with, or for providing employment in classes "A", "A-1" and "B", as hereinafter defined in subdivision four of this section where the applicant is not charged a fee shall be determined by agreement between the employer and the employment agency. No fee shall be charged or accepted for the registration of applicants for employees or employment.

2. SIZE OF FEE; PAYMENT SCHEDULE. The gross fee charged to the job applicant and the gross fee charged to the employer each shall not exceed the amounts enumerated in the schedules set forth in this section, for any single

employment or engagement, except as hereinabove provided; and such fees shall be subject to the provisions of section one hundred eighty-six of this article. Except as otherwise provided herein, an employment agency shall not require an applicant while employed in the continental United States, and paid weekly to pay any fee at a rate greater than in ten equal weekly installments each of which shall be payable at the end of each of the first ten weeks of employment, or if paid less frequently, in five equal installments, each of which shall be payable at the end of the first five pay periods following his employment, or within a period of ten weeks, whichever period is longer. An employer's fee shall be due and payable at the time the applicant begins employment, unless otherwise determined by agreement between the employer and the agency.

3. DEPOSITS, ADVANCE FEES. Notwithstanding any other provisions of this section, an employment agency may not require a deposit or advance fee from any applicant except an applicant for class "A" or class "A1" employment, and only to the extent of the maximum fees hereinafter provided. Such deposit or advance fee shall be offset against any fee charged or accepted when such employment is obtained. Any excess above the lawful fee shall be returned without demand therefor, immediately after the employment agency has been notified that such employment has been obtained; and all of such deposit or advance fee shall be returned immediately upon demand therefor, if at the time of the demand such employment has not been obtained.

4. TYPES OF EMPLOYMENT. For the purpose of placing a ceiling over the fees charged by persons conducting employment agencies, types of employment shall be classified as follows:

CLASS "A"--domestics, household employees, unskilled or untrained manual workers

and laborers, including agricultural workers;

(See § 184 for requirements concerning out-of-state domestic workers.)

CLASS "A1"--non-professional trained or skilled industrial workers or mechanics;

CLASS "B"--commercial, clerical, executive, administrative and professional employment, all employment outside the continental United States, and all other employment not included in classes "A", "A1", "C" and "D";

CLASS "C"--theatrical engagements;

CLASS "D"--nursing engagements as defined in article one hundred thirty-nine of the education law.

5. FEE CEILING: For a placement in class "A" employment the gross fee, including the deposit if any, shall not exceed, in percentage of the first full month's salary or wages, the following:

- Where no meals or lodging are provided 10%
- Where one meal per working day is provided 12%
- Where two meals per working day are provided 14%
- Where three meals and lodging per working day are provided 18%

Where all parties to the employment agreement understand or agree at the time the employment is entered into that it shall be for a period shorter than one month, the gross fee shall not exceed ten per cent, twelve per cent, fourteen per cent or eighteen per cent respectively of the salary or wages actually paid.

6. FEE CEILING: For a placement in Class "A1" employment the gross fee shall not exceed one week's wages where all parties to the employment agreement understand or agree at the time the employment is entered into that it shall be for a period for ten weeks or more. Where all parties

to the employment contract agree and understand at the time the employment contract is entered into that it shall be for a period shorter than ten weeks, the gross fee shall not exceed ten per cent of the wages or salary actually received.

7. FEE CEILING: For a placement in Class "B" employment the gross fee shall not exceed, in percentage of the first full month's salary or wages, the following:

Where such first full month's salary or wages is

- Less than \$ 750 25%
- At least \$ 750 but less than \$ 950 35%
- At least \$ 950 but less than \$ 1150 40%
- At least \$ 1150 but less than \$ 1350 45%
- At least \$ 1350 but less than \$ 1500 50%
- At least \$ 1500 but less than \$ 1650 55%
- At least \$ 1650 or more . 60%

Provided however, that where the placement is for employment in which the applicant will be paid on a straight commission basis or on the basis of a drawing account plus commissions, the gross fee shall be based on percentages in the above schedule applied to an amount equivalent to one-twelfth of the estimated first year's earnings, as estimated by the employer.

Where all parties to the employment contract agree and understand at the time the employment contract is entered into that it shall be for a period shorter than four months the gross fee shall not exceed fifty percent of the fee prescribed in the schedule in this subdivision or ten percent of the wages or salary actually received, whichever is less.

8. FEE CEILING: For a placement in class "C" employment the gross

fee shall not exceed, for a single engagement, ten per cent of the compensation payable to the applicant, except that for employment or engagements for orchestras and for employment or engagements in the opera and concert fields such fees shall not exceed twenty per cent of the compensation.

9. FEE CEILING: For a placement in class "D" employment the gross fee shall not exceed, for a single engagement, the following:

(1) FOR PRIVATE NURSING DUTY, five per cent of the salary or wages received each week through the first ten weeks of that engagement only, and such fee shall be due and payable at the end of each such week:

(2) FOR ANY OTHER NURSING DUTY, the amount of the first week's salary or wages unless the first year's computed salary or wages to be derived for at least one year's employment is twenty-five hundred dollars or more, in which event the gross fee shall not exceed, in percentage of such salary or wages, the following:

Where such first year's salary or wages is

- At least \$ 2500 but less than \$ 3000 2 1/2%
- At least \$ 3000 but less than \$ 3500 3%
- At least \$ 3500 but less than \$ 4000 3 1/2%
- At least \$ 4000 but less than \$ 4500 4%
- At least \$ 4500 but less than \$ 5000 4 1/2%
- \$5000 or more 5%

§ 186. RETURN OF FEES

1. EXCESSIVE FEE: Any employment agency which collects, receives or retains a fee or other payment contrary to or in excess of the provisions of this article, shall return the fee or the excess portion thereof within

seven days after receiving a demand therefor.

2. FAILURE TO REPORT: If a job applicant accepts employment and thereafter fails to report for work, the gross fee charged to such applicant shall not exceed twenty-five per cent of the maximum fee allowed by section one hundred eighty-five of this article, provided however, if the applicant remains with his same employer, the fee shall not exceed fifty per cent. If a job applicant accepts employment and fails to report for work, no fee shall be charged to the employer.

3. TERMINATION WITHOUT EMPLOYEE'S FAULT. If a job applicant accepts employment and reports for work, and thereafter such employment is terminated without fault of the employee, the gross fee charged to such employee and to the employer each shall not exceed ten percent of the salary or wages received by such employee, and in no event shall such fee exceed the maximum fee allowed by section one hundred eighty-five of this article. However, if such employee is a domestic or household employee recruited from a state outside of this state the fee of the employer shall not exceed thirty-three and one-third percent of the wages or salary actually earned.

4. TERMINATION UNDER ALL OTHER CIRCUMSTANCES: If a job applicant accepts employment and reports for work, and thereafter such employment is terminated under any other circumstances, the gross fee charged to such employee and the employer each shall not exceed fifty per cent of the salary or wages received by such employee, and in no event shall such fee exceed the maximum fee allowed by section one hundred eighty-five of this article.