

EMPLOYEE AGREEMENT FORM

Cass and Company, LLC is acting as a referral agent to select and refer individuals for you to consider as employers in the field of child care. You are under no obligation to accept a job offer from anyone we refer to you. All agreements regarding your job are between you and your employer. By signing this Agreement, we understand you agree to the following conditions, and that Cass and Company, LLC agrees to work with you closely toward a successful placement.

1. TRUE AND COMPLETE INFORMATION. I certify that the information I provide on the agency's caregiver application and personal profile is true and complete in all respects.

2. IDENTIFICATION. I certify that my identification is genuine.

3. TIME COMMITMENT. I understand that Cass and Company, LLC and a prospective employer have asked me to make a one year commitment.

4. FREE SERVICE. I understand that this service is paid for by the employer, not employee.

5. AIR FARE/TRAVEL EXPENSES. While some families may offer to pay for your transportation to Boston, we suggest that if possible you pay for your own round trip air fare. This allows you to be independent and unencumbered by any debt to a family. Then, after 2 months of employment the family will reimburse you one half of your travel expenses and at the end of the year they will reimburse you the other half. **IF TRAVELING BY AIR, ALWAYS PURCHASE A ROUND TRIP TICKET.**

6. NOTIFICATION REQUIREMENTS. I agree to notify Cass and Company of a contact with a prospective employer to whom I have been referred, including my acceptance of a position. Thereupon, I understand that Cass and Company will send an Employer/ Employee Agreement to the family I have chosen.

7. WORK AGREEMENT. I acknowledge that an Employer Employee Agreement will be written out by the employer and reviewed by me before I begin a nanny position. This will delineate the job description, salary, benefits and time commitment to allow me to fully understand the job description. Should I not agree with any portion of the written agreement I can negotiate the issues with the employer and ask that those issues in question be altered.

8. OBLIGATIONS BETWEEN THE AGENCY AND ME. I understand the staff at Cass and Company is committed to an ongoing working dialogue during my employment to assure a rewarding employer employee experience. If the job, however, is unsuccessful I understand that the staff at Cass and Company will work with me toward a resolution, whether that be a position with another family or another plan of choice.

9. CONFIDENTIALITY. I agree to hold in confidence all information given to me about prospective employers in the event that I am hired. I will at all times maintain confidentiality regarding the affairs and concerns of the household and its members and respect the family's right to privacy. **I will not post any information on the internet including photos, etc. without a family's permission.**

10. WAIVER OF LIABILITY. I hereby release and discharge Cass and Company employees from liability for damage or loss arising out of employment as a result of a referral from Cass and Company. Including any acts of commission or omission on my part or the part of the employer. I indemnify Cass and Company for and from all claims including attorney fees and court costs, made by any person when such claims arise out of my employment by an individual to whom I have been referred by Cass and Company.

Print Name _____ Date _____

Signature _____

Address _____

City State Zip _____