



AutoPersonnelSM.com

REGISTRATION/REFERRAL AGREEMENT

This agreement drawn on _____ 2019 between *AutoPersonnel, Inc.* ® at 217 Baywood , Nicholasville, KY 40356) **Phone:** (859-219-1557) / **Fax** (844-270-4111) (AutoPersonnel) and _____ at _____ (Client) is a revocable agreement for the purpose of automotive personnel placement with Client.

Client will receive applications/resumes of potential employees who are contacts of AutoPersonnel. Client will not knowingly circumvent the work of AutoPersonnel with attempts to hire any referral around AutoPersonnel in order to avoid any agreed upon placement charges. Client agrees to notify AutoPersonnel of the first day of employment or rejection decision of all referrals.

Client is entitled to accept or reject any referred person for any reason. This agreement may be cancelled by either Party with 30 days notice.

DEFINITION OF TERMS AND FEE AGREEMENT: These terms and fee agreement apply to all applicant referrals employed by client within 36 months from date of referral by *AutoPersonnel*.

Standard Longevity Guarantee: AutoPersonnel agrees to provide replacement applicant for any applicant leaving within 90 days for 50 percent of standard fee. (Applies only to Option #1)

Option #1 - Standard

Our fee is fifteen percent (15%) of first year's projected compensation.

NOTE: All fees under Option #1 are earned, due, and payable on date of employment.

Option #2 – “90-Day-Try-Out” Option

Client agrees to pay AutoPersonnel \$400 per week (billed bi-weekly) for a try-out period up to 12 weeks.

Try-Out Satisfactory - Permanent Hire: At the end of the try-out period, employer agrees to compensate AutoPersonnel at standard fees (Option 1) less credit of 50 percent of fees paid AutoPersonnel during try-out period. Employer may opt to place the manager on permanent hire at standard fees at any time during try-out period and receive 50 percent credit for try-out fees paid. Credit only applies when there is a permanent hire.

Try-Out Unsatisfactory – Employee terminated: Minimum try-out fee is \$800. AutoPersonnel will provide replacement candidate at standard fees less 50 percent credit for current and previously paid try-out period(s). Try-out credit nontransferable to other positions. Under no circumstances will cash refunds apply.

AutoPersonnelSM, Inc.

CLIENT

By: _____ By: _____

Title: _____ Date ___/___/___ Title: _____ Date ___/___/___

RA-08 (Rev. 7/19)



AutoPersonnelSM.com

NATIONWIDE STAFFING

"With Exclusive "90-Day-Try-Out"™

217 Baywood Drive
Nicholsville, Kentucky 40356
Phone (859) 219-1557
Fax (844-270-4111

E-mail: Info@autopersonnel.com
www.autopersonnel.com

PERSONNEL REQUEST ORDER

Date: _____ / _____ / _____

E-mail: _____

Business Name: _____ Phone: () _____ - _____
Address: _____ Fax: () _____ - _____ (Call First? Yes - No)
City: _____ State: _____ ZIP: _____ / _____
Requested By: Name: _____ Title: _____ Dept: _____

Request For

Job Title: _____ / / Permanent / / Temporary. Fill Date: _____

Compensation: / / Hourly / / Salary / / Commission. Annual Compensation range? \$ _____ \ _____

List four major functional responsibilities of the position to be filled, areas in which the employees will be spending the majority of their time:

1. _____ 2. _____
3. _____ 4. _____

Required Expertise/Training/Certification _____

Will training be provided? Yes / / No / / Explain: _____

Number of employees to be supervised (if applicable) _____ Special equipment/tools required: _____

Computer System? / / Reynolds & Reynolds / / ADP / / EDS / / UCS / / Other _____

Referrals (For AutoPersonnel Use)

Name: _____ Phone: _____ Fax Date: _____ Interview Date: _____

F.U. Date: _____ Hired: Yes / / No / / Rej. Reason: _____

Name: _____ Phone: _____ Fax Date: _____ Interview Date: _____

F.U. Date: _____ Hired: Yes / / No / / Rej. Reason: _____

Name: _____ Phone: _____ Fax Date: _____ Interview Date: _____

F.U. Date: _____ Hired: Yes / / No / / Rej. Reason: _____

Name: _____ Phone: _____ Fax Date: _____ Interview Date: _____

F.U. Date: _____ Hired: Yes / / No / / Rej. Reason: _____

Name: _____ Phone: _____ Fax Date: _____ Interview Date: _____