

## **CAREER TEMPORARIES INTRODUCTION**

CAREER EMPLOYMENT SERVICE, INC. IS A LICENSED AND BONDED FULL SERVICE EMPLOYMENT AGENCY THAT HAS BEEN ESTABLISHED IN BARTLESVILLE SINCE 1968.

OUR 51 YEARS ASSURES EXCELLENCE IN SERVICE. THE SCREENING PROCESS WE PROVIDE SAVES YOU TIME, HASSLE AND ULTIMATELY, MONEY – WHICH RESULTS IN YOU MEETING ONLY THOSE CANDIDATES MATCHING YOUR SPECIFIC QUALIFICATIONS. WE DO PRELIMINARY TESTING AND CHECK REFERENCES OF THOSE CANDIDATES YOU EXPRESS INTEREST IN AFTER AN INTERVIEW.

### **CAREER TEMPORARIES**

CAREER'S EMPLOYEES ARE COVERED WITH WORKER'S COMPENSATION, GENERAL LIABILITY, NON-OWNED AUTO LIABILITY, AND EMPLOYEE DISHONESTY BOND. WE HANDLE ALL PAYROLL OBLIGATIONS INCLUDING TAX PAYMENTS AND W-2'S. THE TEMPORARY MAY STAY ON OUR PAYROLL INDEFINITELY, OR IF YOU ARE INTERESTED IN HIRING THE PERSON, WE WILL BE HAPPY TO DISCUSS OUR "TEMP TO HIRE" POLICY WITH YOU. IN THE EVENT YOU ARE NOT PLEASED WITH THE PERSON PROVIDED, THAT PERSON CAN BE TERMINATED BY OUR OFFICE AT ANY TIME.

### **HIRING POLICIES**

IT IS AGREED THAT YOU WILL NOT EMPLOY OUR TEMPORARY WORKER UNTIL YOU HAVE BEEN BILLED BY CAREER FOR 60 worked days FOR LIGHT INDUSTRIAL WORKERS OR 90 WORKED DAYS FOR CLERICAL WORKERS. THERE IS A LIQUIDATION FEE FOR THE EARLY HIRE OF WORKERS.

### **PAYMENT OF INVOICES**

OUR EMPLOYEES ARE PAID WEEKLY, AS ARE THEIR ASSOCIATED STATE AND FEDERAL TAXES. ALL INVOICES, THEREFORE, ARE DUE UPON RECEIPT. ANY INVOICE(S) THAT REMAIN UNPAID AFTER 30 DAYS IS CONSIDERED DELINQUENT AND SUBJECT TO A 1½ PERCENT PER MONTH LATE CHARGE.

*"Established 1968"*