

Employment Agency Agreement with Individual

This Agreement is made as of the ____ day of _____, 2025.

BETWEEN:

CALGARY DENTAL PLACEMENT SERVICE

12 Hamptons Place, NW
Calgary, Alberta T3A 6B8
m.schwab@telsus.net
Telephone: 403-239-6291
Fax: 403-239-8825
("CDPS")

AND

_____	Client Name
_____	Address
_____	City, Province, Postal Code
_____	E-mail
_____	Telephone
_____	Desired Hourly Rate
_____	Practice Permit Number
_____	Profession or Position

("Client")

WITNESSES THAT:

WHEREAS the Government of Alberta has legislated that all employment agencies must be licensed and employment agencies must have a signed agreement with the individual seeking employment that sets out the respective responsibilities of the parties to the agreement;

AND WHEREAS the *Alberta Employment Agency Business Licensing Regulation* requires the statement respecting prohibited fees presented in Schedule 1 to be contained in the agreement;

AND WHEREAS Client is seeking employment opportunities and CDPS is licensed to assist individuals with finding employment opportunities for dental personnel in dental offices.

The parties agree to the following terms:

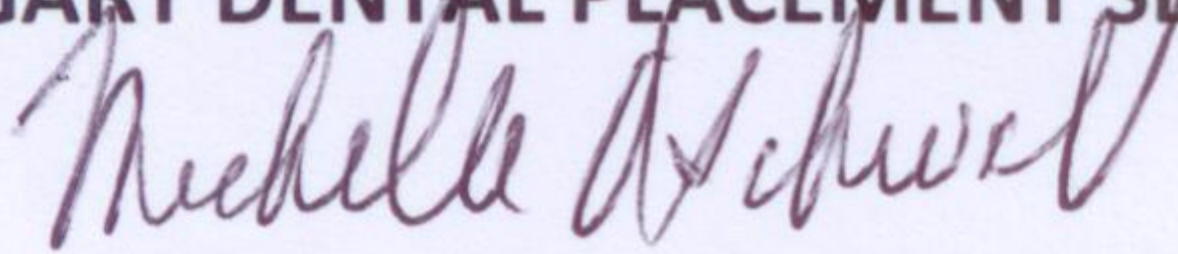
- 1) CDPS will not charge Client a fee for the employment services described in Schedule 1. CDPS charges a fee to the dental office or dentist for each placement of Client into temporary, maternity, sick-leave or permanent employment opportunities in the dental office.

- 2) Client wishes to contract with CDPS to provide temporary, maternity, sick-leave, or permanent employment opportunities in dental offices.
- 3) CDPS makes no representation that an employment opportunity exists that would be acceptable to Client.
- 4) Nothing contained in this agreement shall be construed or regarded as creating an employer/employee relationship between CDPS and Client. The dental office or dentist presenting the employment opportunity is the Employer. All remuneration owed to Client shall be paid directly by the dental office or dentist where the employment opportunity has been accepted by Client.
- 5) In the event Client wishes to cancel an employment opportunity that has been accepted by Client, Client must contact CDPS prior to contacting the dental office or dentist.
- 6) Client agrees to contact the dental office or dentist prior to date of the accepted employment opportunity to confirm hours of work, location, parking and dress requirements.
- 7) Client agrees to arrive 15 minutes prior to the scheduled start time of an accepted employment opportunity. Client shall use this time to familiarize themselves with the dental office and to demonstrate that they are ready to begin work.
- 8) Client is responsible for determining when the dental office or dentist will make payment for their employment services. Client is responsible for documenting the hours, rate of pay, date of birth, Social Insurance Number and other information the dental office requires to process payment prior to leaving the dental office.
- 9) Client agrees to immediately inform CDPS of any additional temporary, maternity, sick-leave, or permanent employment opportunities accepted by Client within a period of 8 months subsequent to the initial employment opportunity accepted with that dental office or dentist. Client also agrees to immediately inform CDPS of any temporary, maternity, sick-leave, or permanent employment opportunities that are accepted by Client at a dental office that is associated with the dental office or dentist where the initial employment opportunity was accepted.
- 10) CDPS does not accept any liability for any personal injuries Client may suffer in the performance of the accepted employment opportunity. CDPS also does not accept any liability for any equipment in the dental office. Client accepts full responsibility for their actions in the dental office.
- 11) Client agrees to receive electronic communications from CDPS.
- 12) The Client accepts this Agreement governs all aspects of the employment services provided by CDPS once the Client accepts a booking or placement whether this Agreement has been executed or not.

- 13) Client agrees to be professional, use good judgment and be accurate and honest in their communications including social media. Client agrees to be respectful and professional to patients, fellow employees, the dental office or dentist and CDPS.
- 14) All Clients agree to contact the dental office prior to the date of the accepted employment opportunity to confirm the Personal Protective Equipment (PPE) required when providing treatment in the dental office.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed as of the day and year first written above.

CALGARY DENTAL PLACEMENT SERVICE



Michelle Schwab, President

CLIENT

Schedule 1

Fee Prohibition

Section 12 of the *Employment Agency Business Licensing Regulation* prohibits an employment agency business operator from directly or indirectly demanding or collecting a fee, reward or other compensation

(a) from an individual who is seeking employment or from another person on that individual's behalf,

(b) from an individual who is seeking information respecting employers seeking employees or from another person on that individual's behalf,

(c) from an individual for securing or attempting to secure employment for the individual or providing the individual with information respecting any employer seeking employees or from another person on that individual's behalf, or

(d) from an individual for evaluating or testing the individual, or arranging for the individual to be evaluated or tested, for skills or knowledge required for employment, where the individual or employment is in Alberta, or from another person on that individual's behalf.