



# Veterinary Staffing Solutions

## Clinic Information & Agreement Form

Clinic Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Please list the veterinarian(s) in your practice.

\_\_\_\_\_

What Position(s) would you like to fill? \_\_\_\_\_

What skill level is desired? \_\_\_\_\_

Is this position for  Temporary  Relief  Permanent P/T  Permanent F/T

When do you need this position filled? \_\_\_\_\_

Hours of Operation \_\_\_\_\_

What Shift Hours need to be filled? \_\_\_\_\_

What is the Salary Range for this position? \_\_\_\_\_

What benefits does your company offer? \_\_\_\_\_

Additional Comments/Requests: \_\_\_\_\_

\_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**PLEASE RETURN COMPLETED FORM VIA FAX OR EMAIL**

Veterinary Staffing Solutions 281-363-8157 Fax 281-754-4518

Email: [admin@vetss.org](mailto:admin@vetss.org) Website: [www.vetss.org](http://www.vetss.org)



# Veterinary Staffing Solutions

## Terms

The follow conditions apply to all facilities utilizing the services of Veterinary Staffing Solutions (VSS).

### *Confidentiality*

VSS recognizes the importance in respecting the confidentiality of our clients. Equally, we request that our clients respect ours. Under no circumstance should our clients disclose fees and terms with any of our candidates or third parties. Confidentiality is a mutual respect between both parties. VSS reserves the right to refuse business or remove an employee from any facility that breaches this request.

### *VSS Employees*

- \* All candidates working in a facility as a VSS employee are covered under VSS Worker’s Compensation Insurance policy.
- \* VSS will not be liable for any unpaid balance(s) of service(s) rendered that a candidate has incurred while working in a facility. During a candidates *probationary* term and/or during employment through VSS, we urge you to require full payment upon services rendered.
- \* During the initiation of employment, personality or behavior issues may need to be addressed. We will be happy to assist with these matters while a candidate is employed through Veterinary Staffing Solutions. We ask that VSS be made of aware should issues arise so that we can make sure our employee policies are being enforced and intervene if needed.
- \* Relief Services Cancellation Policy - A cancellation fee of 25% of the shift fee will apply for cancellations 72 hours prior to the scheduled shift. If cancellation - of a shift occurs with in 24 hours or less of a shift, a cancellation fee of 50% of the shift fee will apply.
- \* VSS performs criminal background checks with in the state of Texas on all Candidates.
- \* Drug testing is available upon request. If you require all candidates to be tested prior employment with your facility, please check below. Please note that a fee of \$40.00 will apply for this test and will be billed to your facility. This fee will be applied, regardless of test result. VSS will only send candidates to be tested when interview is completed and an offer of employment made.

- Yes, this facility does require prior-hires be drug tested**
- No, this facility does not require prior-hires be drug tested.**

### *General Terms*

All persons found and/or employed through the services of Veterinary Staffing Solutions will be subject to placement fees for 365 days from the time of initial contact. Fees are due upon receipt and fee agreements must be signed prior to the employment of anyone that is a result of Veterinary Staffing Solutions services.

*By signing below, you declare that you have read and agree to the terms of Veterinary Staffing Solutions.*

\_\_\_\_\_  
Facility Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Facility Representative or Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date