



Have you listed with us before? Yes No **How were you referred to EHSS?** _____

Your name: Mr. Ms. **Last name:** _____ **First name:** _____

Company Name: _____ **Company Type:** _____

Address: _____

City: _____ **Zip code:** _____ **Cross Street:** _____

Phone number: () _____ **Fax:** () _____

E-Mail Address: _____ **Alt:** () _____

Desired Contact Method: E-Mail Only Phone Only Both Phone and E-mail

Neighborhood of the city you live in: _____

Type of job you're listing (e.g. gardening): _____

Job Duration: Spot (one day-two wks.) Temp (2 wks-3 months.) Ongoing (>3 months.)
Residential (in employer's house/home business) Commercial (employed by business)

Job Description: _____

Qualifications (student should meet): _____

Skills student will learn: _____

Days: _____ **Hours:** _____

of openings: _____ **Wages:** _____ **Circle:** per hour per day per week

Additional Job information: _____

Terms of Agreement for Employers:

- We are a job referral service, not an employment agency, therefore we guarantee that students will see your job listing, but we cannot guarantee that it will be filled.
- All jobs posted with EHSS must abide by San Francisco's minimum wage which is currently \$10.24 per hour.
- Students are referred to employers without regard for race, religion, national origin, gender, disabilities, sexual orientation, or high school attended.
- We do not collect a fee from employers or students, but in order to maintain funding, we do need to know when students are hired, so we ask that you call us with the name and phone number of each student that you hire.
- Your listing will expire one month from today. If we haven't heard from you, we will call you in one month to see if you would like to renew your listing.
- Students are not pre-interviewed for specific jobs, so employers should prepare some screening questions that will help them find the right student for their job. EHSS staff is available to assist you by suggesting appropriate screening questions
- Once you employ an EHSS member you assume responsibility as the employer, including:
 - Wage negotiation and distribution
 - Checking immigration status—verification is up to the employer. (We do not check immigration status)
 - Employee injuries sustained on the job

I have read the terms listed above, and agree to comply with them.