

EMPLOYMENT AGREEMENT

AS A REPRESENTATIVE OF FINANCIAL PROFESSIONALS, I AGREE TO THE FOLLOWING:

I understand that neither the handbook nor any other company publication entitles any person hired or retained by Financial Professionals to permanent employment.

I will always conduct myself in a professional manner.

I agree to be professional in appearance and dress according to the dress code specified by Financial Professionals and the financial institution for each assignment.

I agree to arrive at or before my scheduled start time each day of my assignment.

I agree to fulfill my commitment to each assignment by being present every day. I will handle any conflicts with the length of the assignment prior to accepting the assignment.

I agree to refrain from discussing matters concerning pay with anyone outside of the Financial Professionals staff.

I agree to make personal phone calls only during break time. I agree to turn all cellular phones off or have them on silent while at my assignment. I also agree to ask friends and family members to call Financial Professionals Office in case of emergency instead of giving out my assignment phone number.

I agree to make any edits to my electronic timekeeping no later than Mondays at noon. I understand that if I do not have the corrections submitted by this time my direct deposit/check will be delayed until the following week.

I agree to notify Financial Professionals if I am made an offer of employment from any client that I have worked for through Financial Professionals for a period of twelve months after the completion of that assignment. I realize if I accept such an offer the client is assessed a fee by Financial Professionals for my placement. I will notify the client they must coordinate my hire through Financial Professionals.

I agree to be submitted to a thorough investigation, if required, in the investigation of loss, incurred by any of the clients I may have worked for as a representative of Financial Professionals.

I agree to keep all client/customer information I am exposed to on any assignment confidential.

I agree to never contact any client or client facility once my assignment has been completed. Any personal items will be collected by a Financial Professionals representative and may be picked up at our office.

I UNDERSTAND THAT WHILE REPRESENTING FINANCIAL PROFESSIONALS ON TEMPORARY AND TEMP TO HIRE ASSIGNMENTS, FINANCIAL PROFESSIONALS IS MY PRIMARY SUPERVISOR. WITH THAT UNDERSTANDING I AGREE TO MAINTAIN COMMUNICATION WITH FINANCIAL PROFESSIONALS. I UNDERSTAND THAT PROPER COMMUNICATION IS THE KEY TO A SUCCESSFUL RELATIONSHIP BETWEEN FINANCIAL PROFESSIONALS AND MYSELF. IF I AM UNABLE TO REACH FINANCIAL PROFESSIONALS DURING NORMAL HOURS OF OPERATION, I AM AWARE THERE IS A VOICE MAIL SYSTEM WHICH IS MONITORED REGULARLY. I AGREE TO NOTIFY FINANCIAL PROFESSIONALS IMMEDIATELY IF I AM TO BE LATE TO AN ASSIGNMENT OR INTERVIEW, UNABLE TO REPORT TO AN ASSIGNMENT, MUST LEAVE EARLY FROM AN ASSIGNMENT, OR EXPERIENCE ANY OTHER PROBLEMS RELATED TO MY ASSIGNMENT. **I AGREE TO NOTIFY FINANCIAL PROFESSIONALS WITHIN 24 HOURS UPON COMPLETION OF MY ASSIGNMENT AND UNDERSTAND THAT FAILURE TO DO SO COULD RESULT IN FORFEITURE OF ANY UNEMPLOYMENT BENEFITS.**

Employee Signature

Date