



Welcome !

We are pleased that you have chosen McIntosh Staffing Resources, LLC to be your job placement advocates. We have been providing staffing and employment solutions for individuals with higher expectations throughout the Greater Seacoast areas of New Hampshire and Maine since 1986. There is no cost to you for placement services because all staffing relationships are paid by the client companies.

Our mission is to find you the **right job**, not just a *survival job*. McIntosh Staffing Resources Representatives are an experienced and highly trained team working together to achieve employment referrals for you that will result in lasting career associations. Our representatives are certified in Employment Law, Staffing Ethics and Human Resources Principles.

We will have a relaxed, informal discussion with you to discover your priorities and goals. It is equally important to us that your career objectives are met and that you are placed in an environment that is a fit for your personality and work style. You may be requested to complete some skills evaluations during the interview process so that we can represent your credentials more accurately to an employer. Please know these are not “pass” or “fail” tests, but yet another tool to ensure positive advocacy for you. In addition, feel free to discuss the marketability and effectiveness of your resume with your Staffing Resource Representative.

In order to assist you with your job search, we require a minimum of two positive references preferably from previous supervisors. Please provide us with names, titles, contact info including email addresses and the nature of your business relationship. By providing email addresses of your references and alerting them of our intent to contact, it may accelerate the process.

Our client companies are thoroughly briefed on their fee obligations prior to beginning their staffing relationships with us. It is our goal to provide a highly discretionary employment selection process by presenting individuals for consideration that fit the job requirements accurately and have a bona fide interest in the job opportunity. This saves the employer time, ensures them of a non-emotional, unbiased recruiting approach and guarantees them an employee that will be an asset to their organization.

In order to ensure that we provide you with a timely, efficient and professional representation we ask that you agree to the following terms with your signature to ensure your understanding. ***Please keep this copy for your files and sign and return the other copy to our Office Coordinator.***

We look forward to working with you!



AGREEMENT FOR EMPLOYMENT PLACEMENT ADVOCACY

I understand and agree with the following conditions and expectations regarding my relationship with McIntosh Staffing Resources (hereafter referred to as MSR) for job placement advocacy:

1. I understand that MSR is an equal opportunity employer. It is the policy of MSR to recruit, hire, train, promote, transfer, pay and take all other employment actions without regard to an employee's race, color, national origin, sexual orientation, ancestry, sex, religion, marital status, handicap/disability and veteran status, as required by law.
2. I understand that any specific company that is discussed during my relationship with MSR should be considered a client company of MSR and all resume submittals, interview scheduling, interview follow up, and employment offer negotiation be coordinated by a representative of MSR.
3. I agree that if I am contacted by an MSR representative by phone or email, I will respond ASAP, preferably within 24 hours, regardless of my employment status. *(NOTE: For your convenience we have a voice mail, (603) 742-8328 and email, careers@mcintoshstaffing.com.)*
4. I agree to maintain strict confidentiality regarding ALL information given to me by MSR or any of the client companies to which I am referred, whether during the referral and employment process or during the interview process.
5. I agree that I will notify MSR of any employment offers that were extended to me from an MSR client company that were not coordinated by an MSR representative up to 180 days from initial referral.
6. I agree that I will report to MSR any concerns about acts of discrimination that were imposed on me during a relationship with an MSR client company
7. I agree to inform MSR of any intentions for alternative employment while on temporary assignments with MSR to ensure that I am being represented equitably.
8. I agree that I will conduct an honest, open dialog with MSR representatives at all times.
9. I agree that I will inform MSR if I have submitted a resume or had an interview in the past with any company they discuss with me so as not to duplicate efforts.

I understand that this agreement will be considered current and will not expire for one year (12/months) following my last date of contact with McIntosh Staffing Resources, LLC for active employment consideration.

Applicant Signature

Date