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Applicant Request Form

Company Name:		Contact Name:	
Address:		SIC Code:	
City:	State:	Zip Code:	
Telephone:		Fax:	
Position Title:		<input type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	
Computer Hardware Requirements: <i>(i.e. IBM PC, Main Frame, VAX, etc.)</i>			
Computer Software Requirements: <i>(i.e. WordPerfect, Excel, Access, etc.)</i>			
Required Experience: <i>(i.e. Supervisory, Managerial, Particular Equipment, etc.)</i>			
Trade-Specific Keywords:			
Years of Experience:			
Salary Range:			
Education: <input type="checkbox"/> High School/GED <input type="checkbox"/> Some College <input type="checkbox"/> Associate <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> Doctorate			

TERMS OF SERVICE

Basic Business Solutions (BBS) will refer employment candidates to any employer on their request. Such employer is under no obligation to hire any of the referred candidates. However, if a referred candidate is hired, the employer agrees to pay 20% of the applicant's annual salary as a finder's fee to BBS.

If under any circumstance the referred applicant does not remain employed for a period of at least 90 days, a refund of the finder's fee will be due to the employer. (Termination of employment subject to verification.) At this point, the employer will have the option of interviewing additional candidates from BBS or any other agency, without obligation to select a candidate from BBS.

 Employer's Representative
(All requests must be signed by an Officer of the Company)