

TALENT AGREEMENT



This Talent Agreement ("Agreement") is made this _____ day of _____, 20____ between Nicklas Associates, Inc. dba The BOSS Group and its Affiliate(s) (hereinafter referred to as "BOSS") and the undersigned.

1. Relationship

BOSS will place me on assignment to its Clients on an as-needed basis, and BOSS makes no commitment as to any minimum use of my services. I am to contact BOSS, for any questions I may have about anything associated with my assignments or employment. I will not be entitled to any compensation unless I actually perform work on an assignment and the Client has approved my timesheet. BOSS and the Client reserve the right to suspend or end my assignment or the work I am doing. I am not a party to any other employment or restrictive contract or oral or written agreement limiting my activities (including, but not limited to, a non-competition, non-solicitation or confidentiality agreement) that would prevent me from rendering services to BOSS or the Client. I understand that when I am on an assignment, I will not become an employee of the Client and I am not entitled to any compensation or employee benefits from the Client.

I understand that my employment with BOSS is "at will," which means that, at any time, without cause or notice, either BOSS or I may terminate employment, and nothing in this Agreement or other policies of BOSS creates an agreement for employment for a fixed term. I understand that as a temporary employee of BOSS, I may be eligible for only the benefits that are pursuant to the benefit offerings made to me through BOSS and not any of the Client. If I am an independent contractor to BOSS, I am not eligible for BOSS or the Client's benefits. I understand that if I am an independent contractor, I am solely responsible for all benefits and no other parties will provide me benefits.

I understand that my relationship with BOSS is not exclusive and that I may pursue employment or contracting opportunities with other companies, so long as, the opportunity is not employment with a Client, per paragraph 15 of this Agreement.

2. Work Location

I will perform work at a location designated by BOSS. I will notify BOSS in the event the Client requests (i) that I either work at a location other than the Client's office location where I would typically perform my operations and/or (ii) that I am to travel for work purposes other than my commute to and from the Client's designated offices.

In the event that I agree to travel to perform the services as requested by the Client, I understand that BOSS has no involvement in or responsibility for my travel arrangements to such location(s) and that the travel plans/arrangements are to be made by, and are the responsibility of, the Client and/or myself. I assume all responsibility for any risks associated with my travel and/or offsite work for a temporary work assignment, and with any non-work related matters, which occur during the time I am involved in the temporary work assignment. I understand and represent to BOSS that I am in no way required to accept a temporary work assignment which includes travel and/or offsite work.

In consideration for any assignment which I accept that involves travel and/or offsite work, I, for myself and anyone claiming through or under me, including heirs and personal representatives, hereby release BOSS, its officers, directors, shareholders, affiliates, employees, representatives and agents from and against any and all claims, actions, damages, liability and/or expense related to or associated with travel with this temporary work assignment, or with any non-work related matters which occur during the time that I am involved in a temporary work assignment.

This release specifically includes any personal injury as well as damage to, or loss of, any of my personal property.

In the event that I work at a location other than the Client's office location, I understand that I am responsible for performing the offsite work to the Client's specifications and that I will meet all deadlines as scheduled by the Client; that I will keep in direct contact with BOSS and Client contact on a regular basis and alert them immediately of any pending issues that would not allow for the successful completion of the project(s); that I will deliver every phase of the project(s) directly to the Client and have the Client review the work immediately for accuracy and completeness, and that timesheet(s) must be signed by an authorized representative of the Client even if services are performed offsite.

3. Use of Equipment

I will use Client provided equipment, including hardware and software, with the same degree of care as if it were my own and in accordance with any policies provided to me by BOSS and/or the Client. I will return all Client equipment in my possession immediately upon termination of my assignment.

I acknowledge that if requested by a Client, BOSS may give its consent to the rendering of services using hardware and/or software personally owned by me only as an accommodation to the Client. I understand that BOSS makes no representations or warranties whatsoever with respect to any hardware or software personally owned by me and assumes no responsibility for any loss of data, damage to digital storage devices, software, hardware, digital files and systems, virus transmittal, or other loss or damage to my property. I affirm that I will maintain any and all necessary security controls and/or firewalls for information related to Client property. BOSS shall have no liability or responsibility for any damages suffered or incurred in connection with the work I perform using my personal equipment, specifically including, but not limited to, special or consequential damages, even if advised of the possibility of such damages in advance.

4. Standards of Work and Conduct

The work I perform for BOSS and the Client will represent my best efforts and will be of the highest professional standards and quality. I will abide by BOSS's and the Client's rules, policies, and instructions.

5. Confidentiality

I understand the high standards of trustworthiness and integrity required of me with regard to materials and information that may come to my attention in connection with my assignment. Except as is necessary in the performance of my duties for BOSS and the Client, I will not disclose, publish, use, or permit anyone else to disclose, publish, or use any proprietary or confidential information or trade secrets of BOSS or the Client (and their customers, prospective customers, teaming partners or subcontractors) at any time during or after my assignment. "Confidential Information" means all information pertaining to any of BOSS's or the Client's: (a) business, finances, business development, employees, customers, prospective customers, products, inventions, designs, equipment, unpublished written materials, plans, processes, costs, methods, systems, improvements, or (b) other private or confidential matters, that I obtain in the performance of services to the Client and that are not publicly disclosed by BOSS or the Client. Confidential Information may be in paper, electronic, or oral

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form. Confidential Information shall not include any information which is: (i) generally available to the public, (ii) legally known by the receiving party at the time of disclosure through no fault of myself, (iii) furnished to the receiving party by a third party who legally had the right to disclose said information, (iv) developed independently by me without the use of BOSS or the Client's Confidential Information, or (v) is required to be disclosed pursuant to a subpoena or similar order from a court, agency or other similar authority. I will not disclose any BOSS or Client Confidential Information to any party unless I am given specific authority by BOSS or the Client to do so, or unless I am required by law.

I also understand that the terms of my assignment, including compensation and the scope and location within the Client's organization, will also be confidential. I will not, at any time during or after my assignment, disclose such information or the nature of the service that was rendered to the Client, except to an authorized representative of the Client or BOSS or as required by law.

6. Work Made for Hire

All materials that I create or produce for the Client during my assignment, including but not limited to any writings, computer programs or documentation, copies, notes, or working papers derived or produced from them, will be considered "works made for hire" and will be the sole property of the Client (collectively, the "Work Product"). To the extent that any such Work Product may not, under any applicable law, be considered works made for hire, I hereby assign to the Client, without the requirement of any further action or consideration, all ownership, rights, title and interest in and to all copyright in such Work Product. I retain no rights to any of the Work Product, including, without limitation, any patent, trademark, copyright, trade secret, moral, or other intellectual property rights. I will not remove any Work Product from BOSS's or the Client's offices without their express permission. I will execute all necessary copyright registrations and assignments to vest complete ownership of the Work Product in the Client. In those jurisdictions that deem any work performed on a "work made for hire" basis as giving rise to an employee/employer relationship, we agree that I will not be considered an employee of the Client.

7. Exclusions to Work Made for Hire

I will not be required to assign to BOSS or the Client any idea, invention, discovery, innovation or improvement which I developed entirely on my own time and without the use of any of the Client's equipment, supplies, facility or confidential information (as defined above), and which (a) does not relate to the Client's business or to the Client's actual or anticipated research or development, and (b) does not result from any work performed by me specifically for the Client. In any dispute with respect to these exclusions, the burden of proof shall be on me to show that the exclusion applies.

8. Infringement of the Intellectual Property Rights of Others

The Work Product I create for the Client will not infringe on the intellectual property rights of anyone else. In the course of creating any Work Product, I will not use, misappropriate, or incorporate into any Work Product, any material that is the intellectual property of a third party.

9. Return of Work Product and Confidential Information

When required to do so at any time by BOSS or the Client and at the end of my assignment, I will promptly return any access devices, including but not limited to badges, keys, keycards and/or parking permits as well as all documents, files, or materials,

whether in paper or electronic form, computers, software, phones, and data storage media that are in my custody or control and that contain or reflect any: (a) Work Product, and (b) Confidential Information. I will neither make any copies of such materials while providing services, nor to retain, distribute, or use in any manner any copies of such materials after completion of the services without the prior written consent of BOSS and the Client.

10. Client Forms

From time to time, a Client may require me to enter into ancillary agreements with BOSS and/or Client. Such agreements may include but not be limited to; Client-specific confidentiality, work made for hire, property rights, and data receipt and transmission requirements. Should I enter into these ancillary agreements, I agree to be bound by, and shall maintain adherence to, such customary requirements. Further, I acknowledge that some assignments may be contingent on my successful completion of a background investigation and/or drug screen.

11. Conflicts of Interest

While providing services to the Client, I will act in the best interests of BOSS and the Client, and I will avoid the appearance of a conflict of interest or other impropriety during my assignment. I will not undertake any assignment with BOSS that would be in conflict with assignments performed by me for other persons or organizations. I will make full disclosure to BOSS of my relationship with companies doing business with BOSS, and my failure to make that disclosure prior to accepting an assignment will be conclusive evidence that I did not have an existing business relationship with the Client.

12. Government Work Assignments

I will not provide or knowingly request or receive any information from the U.S. Government or any company or persons where there is reason to believe that the release of information is not authorized, whether by reason of security classification or other legal restriction.

13. Trading in Stock and Other Transactions

I will not engage in any private business or unrelated professional activities, or enter into any financial transactions that involve the direct or indirect use of confidential information of or about BOSS or the Client. I will not trade in the stock of any Client or any other company about which I learn confidential information during the course of my assignment, except for investments in mutual funds or similar investments under the direction and control of third parties.

14. Accuracy of Samples

To the extent that I have provided BOSS or the Client with samples of my past work, all of those samples have been produced by me either in full or in part, or in conjunction with others as a 'team' project. If the project was 'in part,' I have informed BOSS of that fact. The companies represented throughout my samples have consented to my use of the materials in my samples. BOSS may maintain an inventory of my samples. I will release and hold harmless BOSS and any references of mine from any and all liabilities for damages resulting from release of this or other similar information.

15. Services for the Client

In exchange for BOSS's agreement to provide confidential information and trade secrets to me, I agree that, during the

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TALENT AGREEMENT



duration of my assignment (except as a BOSS employee) and for a twelve (12) month period after it ends, I will not perform any services for, or work as an employee, independent contractor, vendor or otherwise with, any Client (or any of its current or future affiliates or associates) to which I have been introduced through an interview with, or otherwise by or through BOSS without the prior express written consent of BOSS.

16. Breach of the Agreement

The Client is an intended third-party beneficiary of my promises in this Agreement. In the event I breach any term of this Agreement, either the Client or BOSS may enforce this Agreement. They will be irreparably harmed by any breach, and will be entitled to the entry of an injunction against me. If either the Client or BOSS sues me to enforce this Agreement and wins, I will pay their legal fees and reasonable court costs.

17. Time and Attendance

I will ensure that all my time entries are accurate, and are approved timely by an authorized representative of the Client.

18. Assignment of Agreement

I acknowledge that BOSS may assign this Agreement or delegate the performance of all or part of its obligations and duties hereunder to an Affiliate. As a result of my relationship with BOSS, my information may be made available to, and I may be considered for placement with, any BOSS Affiliate and the Affiliate's client(s). If I accept an assignment with a BOSS Affiliate, the assignment will be governed under the terms and conditions of

this Agreement; however, I acknowledge and agree that I may not be compensated by a BOSS Affiliate until I have completed required tax and/or payroll documentation for that entity. As used herein, "Affiliate" shall mean any other business entity controlled by, controlling or under common control with BOSS.

19. Term; Waiver; Survival

This Agreement, together with all attachments and amendments hereto, represents the understanding between parties and supersedes all prior agreements and discussions between BOSS and me on the subject matter discussed in it. I have carefully read and considered the terms of this Agreement, and having done so, agree and represent that the terms are fair, reasonable and necessary for the protection of the interests of BOSS and its Clients and will not adversely impact my ability to earn a good living outside of this Agreement. The term of this Agreement shall commence as of the date last signed below and shall continue in full force and effect thereafter until cancelled by either party upon fifteen (15) days' prior written notice to the other. This Agreement can be modified only by a document signed by both parties. In the event BOSS waives on any occasion any term, such waiver shall not be deemed or construed as a waiver of the same term on any future occasions or of any other term of this Agreement. In the event any provision or the application of such provisions shall be held by a court of competent jurisdiction to be contrary to any law, or otherwise unenforceable, the remaining provisions shall be in full force and effect. The provisions that, by nature are intended to survive the term of the agreement, shall survive.

In witness whereof, the undersigned, as duly authorized representatives of their respective parties, have read, understand and accept these terms.

TALENT

Signature

Printed Name

Date

THE BOSS GROUP

Authorized Signature

Printed Name

Title

Branch

Date

Initial _____

DIRECT HIRE CANDIDATE AGREEMENT



This Direct Hire Candidate Agreement ("Agreement") is made this ____ day of _____
20____ between Nicklas Associates, Inc. dba The BOSS Group and its Affiliate(s) ("BOSS") and the undersigned.

1. I understand that BOSS and/or its Affiliate(s) have a contract with its client and/or affiliates and associates of client ("Client") that requires Client to pay a fee for hiring personnel. I agree that I will not perform any services or work as an employee or independent contractor or vendor with any Client to whom I have been introduced by or through BOSS for a period of 12 (twelve) months from the date of introduction, without the prior written consent of an authorized representative of BOSS. However, I understand that my relationship with BOSS is not exclusive and that I may pursue opportunities to which I can be recruited for employment or placement by other companies, so long as the opportunity is not with a Client to which I am introduced or referred by BOSS.
2. If BOSS seeks to introduce me to a BOSS Client with whom I have an existing or previous business relationship or with whom I have applied for employment, I will advise BOSS immediately. My failure to advise BOSS of that information prior to introduction shall be conclusive evidence (as between BOSS and myself) that I did not have an existing business relationship with the Client.
3. I warrant that I am not now party to any restrictive employment agreement or other agreement limiting my activities and that I will hold BOSS and its clients harmless from any and all suits and claims arising out of any such restrictive employment or other agreement.
4. I understand the high standards of trustworthiness and integrity required of me with regard to materials and information that may come to my attention as a result of my introduction to Client(s) by BOSS. I will not disclose, publish, use or permit anyone else to disclose, publish or use any proprietary or confidential information or trade secrets of BOSS or the Client (and their customers, prospective customers, teaming partners or subcontractors) at any time. "Confidential Information" means all information pertaining to any of BOSS or the Client's: (a) business, finances, business development, employees, customers, prospective customers, products, inventions, designs, equipment, unpublished written materials, plans, processes, costs, methods, systems, improvements, or (b) other private or confidential matters disclosed to me that are not publicly disclosed by BOSS or Client. Confidential Information shall not include any information which is: (i) generally available to the public, (ii) legally known by the receiving party at the time of disclosure through no fault of myself, (iii) furnished to the receiving party by a third party who legally had the right to disclose said information, (iv) developed independently by me without the use of BOSS or the Client's Confidential Information, or (v) is required to be disclosed pursuant to a subpoena or similar order from a court, agency or other similar authority. I will not disclose any BOSS or Client Confidential Information to any party unless I am given specific authority by BOSS or the Client to do so, or unless I am required by law.
5. I will provide BOSS with a minimum of two business references upon request. I authorize these references to disclose to BOSS information they consider appropriate about me and my work. I release and hold harmless BOSS from any and all liabilities or damages resulting from release of this information.
6. I understand that as a condition of employment or placement with a Client, I may be required to undergo a drug screen and/or a background check, which I understand may include information regarding my credit worthiness, credit standing, credit capability, character, general reputation, personal characteristics or mode of living.
7. I agree that the resume I have provided to BOSS is a true and accurate reflection of my work experience, education and overall qualifications and should my experience change I will update my resume and provide BOSS a copy.
8. I agree to allow BOSS to maintain an inventory of my samples/artwork, and need not return them to me. To the extent that I have provided BOSS or the Client with samples of my past work, all of those samples have been produced by me either in full or in part, or in conjunction with others as a 'team' project. If the project was 'in part,' I have informed BOSS of that fact. The companies represented throughout my samples have consented to my use of the materials in my samples.. I agree to hold BOSS harmless should a company represented in the samples/artwork provided choose to take legal action against me or BOSS, for any reason including, but not limited to, falsification or misrepresentation.
9. I acknowledge that BOSS may assign this Agreement or delegate the performance of all or part of its obligations and duties hereunder to an Affiliate. As a result of my relationship with BOSS, my information may be made available to, and I may be considered for placement with, any BOSS Affiliate and the Affiliate's client(s). If I am considered for a position via a BOSS Affiliate, the relationships will be governed under the terms and conditions of this Agreement. As used herein, "Affiliate" shall mean any business entity controlled by, controlling or under common control with BOSS.

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DIRECT HIRE CANDIDATE AGREEMENT



10. This Agreement, together with all attachments and amendments hereto, represents the understanding between parties and supersedes all prior agreements and discussions between BOSS and me on the subject matter discussed in it. The term of this Agreement shall commence as of the date last signed below and shall continue in full force and effect thereafter until cancelled by either party upon fifteen (15) days' prior written notice to the other. This Agreement can be modified only by a document signed by both parties. In the event BOSS waives on any occasion any term, such waiver shall not be deemed or construed as a waiver of the same term on any future occasions or of any other term of this Agreement. In the event any provision or the application of such provisions shall be held by a court of competent jurisdiction to be contrary to any law, or otherwise unenforceable, the remaining provisions shall be in full force and effect. The provisions that, by nature are intended to survive the term of the agreement, shall survive.

Check one:

☐ I am eligible to work in the United States for any employer.

☐ I require sponsorship in order to work in the United States.

In witness whereof, the undersigned, as duly authorized representatives of their respective parties, have read, understand and accept these terms.

CANDIDATE

Signature

Printed Name

Date

THE BOSS GROUP

Authorized Signature

Printed Name

Title

Branch

Date

Initial _____

EMPLOYEE POLICIES ACKNOWLEDGEMENT FORM



This document sets forth certain policies and procedures concerning your assignment to The BOSS Group clients. Please read this carefully, and acknowledge your agreement to these policies by signing in the space provided below.

Anti-Harassment

The BOSS Group ("BOSS") does not condone nor tolerate any harassment, including sexual harassment, of or by its employees, clients, guests or vendors. The BOSS Group prohibits harassment of, or discrimination against, applicants and employees on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, age, marital status, disability, or on any other basis prohibited by law. Harassment may include derogatory remarks, epithets, offensive jokes, the display or circulation of offensive printed, visual or electronic materials or offensive physical actions.

Sexual harassment generally includes: (a) unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or (b) conduct or content of a sexual nature that has the purpose or effect of interfering with the employee's work performance or creating an intimidating, hostile or offensive working environment. Sexual harassment does not refer to occasional compliments of a socially acceptable nature or consensual personal and social relationships.

If you believe that you have been the victim of discrimination or harassment, you should immediately notify your BOSS Recruiter or members of BOSS' human capital department. The BOSS Group will fully investigate all complaints, and will maintain confidentiality to the extent reasonably possible. The BOSS Group will not retaliate against anyone reporting harassment (including sexual harassment) or discriminatory behavior, or who is a witness to alleged harassment or discriminatory conduct.

Equal Employment Opportunity

The BOSS Group provides Equal Employment Opportunity (EEO) to all qualified employees and applicants for employment without regard to race, color, religion, sex, gender identity, national origin, sexual orientation, age, marital status, physical or mental disability, veteran status or any other basis prohibited by law. It is also the policy of The BOSS Group to prevent and prohibit any discrimination prohibited by law. Any violation of this EEO policy should be promptly brought to the attention of the employee's BOSS Recruiter or BOSS' human capital department.

Drug Free Workplace

You must not use, possess, sell, buy, conceal, transfer, or distribute illegal drugs or alcohol while on company or client premises or while acting in the course and scope of employment. You must not report to work if your judgment or performance is, or could be expected to become, impaired due to the use of any substance, including alcohol. If you are legitimately using over-the-counter medication or prescription drugs that might impair your work performance or present a safety or property damage risk, you must notify your BOSS Recruiter and/or client supervisor, whichever appropriate, in advance of reporting for work.

Phone; Computer; Internet Use on Client Equipment, Employee Equipment Used for Business and at Client Locations

You may only use the client's information systems for the client's business purposes. The equipment, software, and networks you will use while on assignment may be the property of the client. The client may at any time access or review any of its equipment, software, applications, programs, networks, or emailing systems. As a consequence, you should have no expectation of privacy regarding your use of the client's computers, programs, or email. In addition, you must not download any programs or applications to The BOSS Group's computers or the client's computers or networks without prior authorization. You should not use any non-client instant messaging systems. You should not use email in a way that may be disruptive or inappropriate, or that creates a hostile work environment.

Social Media

You should not post any of the following to Facebook, LinkedIn or any other social media, from any location and at any time: (i) the existence or details of your assignment unless otherwise authorized by client in writing, (ii) information about the quality or quantity of your work or the work of others, (iii) the promotion of the client, or other brands or work; or (iv) your opinions or disclosure of information about your assignment or any other assignment. You may not post any endorsement or reviews of any products or services of any client.

Overtime

You must obtain the prior approval of both The BOSS Group and the client prior to working any overtime. Unless otherwise defined by state law, overtime hours are ordinarily defined as hours worked over 40 hours during a single workweek (one week beginning on Saturday and ending on Friday).

Incident/Accident Reports

You should immediately (or as soon as medically possible) provide The BOSS Group and/or the client with a full report of any accident or incidents occurring in the workplace that involve you. The BOSS Group may request that these reports be in writing. If you have suffered an injury, you may be required to see a physician and submit a doctor's report regarding the injury and your ability to return to work. You should notify the medical services provider that the injury is work related.

Dress Code

You should comply with the client's policy or practice and exercise good judgment in your attire and appearance. You must report to work well groomed, neat and appropriately dressed.

Notification of Assignment Update or Change in Scope

You should notify your BOSS Recruiter immediately if the client changes the scope of your work. You should also notify your BOSS Recruiter immediately should the client engage you for purposes of employment with the client or any affiliate or associate of the client.

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Notification of Illness/Inability to Arrive at Work on Time

You must arrive at work on time. You must notify your BOSS Recruiter as far as possible in advance of any forthcoming absences or late arrivals, and promptly upon any illnesses. You acknowledge that if you are absent and do not call in with an acceptable excuse for your absence; it will be treated as a "voluntary quit." The BOSS Group complies with all sick leave laws, as defined by each state.

Assignment Notification

Please notify your BOSS Recruiter when your assignment ends when there are any changes, or when you have completed project milestones.

Change in Personal Information

You should notify your BOSS Recruiter promptly upon any change or update to your contact information, tax withholding information, direct deposit information or any other personal information that you previously provided to BOSS. This information must be updated as it applies to your tax and payroll records.

Notification of Arrests or Actions

You must notify your BOSS Recruiter immediately if you are arrested, or if other events occur that could impair, modify or change your assignment or any security clearance.

Payroll and Benefit Termination/Paperwork/Procedures

The BOSS Group makes the sole determination of when the time between assignments is sufficiently long as to require new hiring paperwork from you. Your continued eligibility for new assignments is contingent upon your completion of new hiring paperwork when the BOSS Group requests it.

I have read and understand these policies, and I acknowledge my obligation to comply with them. I understand that the policies contained in this document can be changed or updated at the sole discretion of The BOSS Group without prior notification, and that they do not create a binding agreement between the BOSS Group and me.

EMPLOYEE

Signature

Printed Name

Date

Safety

The BOSS Group promotes a clean and safe work environment. In return, you must take all necessary safety precautions, including becoming familiar with the client's safety rules, reporting potential hazards, and avoiding known hazards. You must not bring hazardous materials or dangerous objects (including knives and firearms) on client premises.

Open Door Policy

The BOSS Group maintains an "open door" policy. Should you have or foresee a job-related problem, you should bring any such matter(s) to the attention of your BOSS Recruiter or BOSS' human capital department.

Availability for New Assignments

When you are not on assignment you should notify your BOSS Recruiter weekly of your availability for new assignments.

Benefits

You acknowledge that you have a temporary employment relationship with The BOSS Group, and that as a temporary employee you are eligible for benefits that may be different than those benefits offered to other employees of The BOSS Group or any sister company of The BOSS Group.

EMPLOYEE EMERGENCY CONTACT INFORMATION

Please provide the requested contact information in the event of an emergency.

Your Name: _____

Today's Date: _____

Cell Phone: _____

First Contact

Name: _____

Relation: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Second Contact

Name: _____

Relation: _____

Work Phone: _____

Home Phone: _____

Cell Phone: _____

Atlanta Branch

3343 Peachtree Road
Suite 210
Atlanta, GA 30326
Phone: 404-237-2677
Fax: 855-204-7316

Baltimore Branch

201 North Charles St.
Suite 1903
Baltimore, MD 21201
Phone: 410-244-0944
Fax: 410-244-6747

Bethesda Branch

4350 East West Hwy
Suite 300
Bethesda, MD 20814
Phone: 301-656-7744
Fax: 301-656-9466

Chicago Branch

150 N. Wacker Drive
Suite 2000
Chicago, IL 60606
Phone: 312-596-4690
Fax: 855-204-7316

Dallas Branch

5307 E. Mockingbird Ln
Suite 800
Dallas, TX 75206
Phone: 214-826-3900
Fax: 214-826-3915

Iselin Branch

99 Wood Avenue
Suite 300
Iselin, NJ 08830
Phone: 201-438-2240
Fax: 201-438-2267

Philadelphia Branch

2 Bala Plaza
Suite 402
Bala Cynwyd, PA 19004
Phone: 610-668-3456
Fax: 610-668-3455

EMPLOYEE REFERRAL NOTIFICATION



The BOSS Group offers employee referral bonuses for temporary and full-time placements.

In order for a referring employee to receive this bonus, you must acknowledge them on this form. Therefore, if you were referred by another talent, please complete the information listed below.

I was referred by: _____

Today's Date: _____

Your Name: _____

Your Signature: _____

Branch: _____

Earn your own referral bonus. Here's how:

\$500 Referral Bonus for Temporary Placements:

Receive a \$500 bonus for each new applicant you refer to The BOSS Group who completes 250 billable hours with us. To be eligible, you, the referring employee, must be acknowledged by the applicant during his/her initial contact or interview.

\$1000 Referral Bonus for Full-Time Placements:

Receive a \$1000 bonus for each new applicant you refer to The BOSS Group who is placed directly with our client on a fee basis within six months of their interview with us. To be eligible, you, the referring employee, must be acknowledged by the applicant during his/her initial contact or interview. Bonus will be paid upon the referral employee's completion of guarantee period, usually 30 days after their start date.

Metro DC

4350 East West Hwy.,
Suite 300
Bethesda, MD 20814
Phone: 301-656-7744
Fax: 301-656-9466

Metro Philadelphia

2 Bala Plaza
Suite 402
Bala Cynwyd, PA 19004
Phone: 610-668-3456
Fax: 610-668-3455

Metro NJ/NYC

99 Wood Ave South
Suite 300
Iselin, NJ 08830
Phone: 201-438-2240
Fax: 201-438-2267

Metro Baltimore

201 North Charles Street
Suite 1903
Baltimore, MD 21201
Phone: 410-244-0944
Fax: 410-244-6747

Metro Dallas-Fort Worth

5307 E. Mockingbird Lane
Suite 800
Dallas, TX 75206
Phone: 214-826-3900
Fax: 214-826-3915

Metro Atlanta

3343 Peachtree Road NE
Suite 210
Atlanta, GA 30326
Phone: 404-237-2677
Fax: 404-581-5267

Metro Chicago

150 N. Wacker Drive
Suite 2000
Chicago, IL 60606
Phone: 312-596-4690
Fax: 312-596-4791