

North NJ (973) 575-9581

Central NJ (908) 753-4214

South NJ (732) 892-8781

Fax (973) 808-3305

Messages are checked evenings and weekends

In order to maintain active status on Dental-Search Inc registry, it is necessary that all workers maintain the highest professional standards. Workers are reminded that their primary obligation is to the patients and the dental offices/organizations where you are placed. Consequently, to the extent any of these guidelines (excluding payment procedures) are inconsistent with the directions of the dental office the direction of the dental office shall control. Failure to adhere to the instructions of the dental office or these guidelines may result in the elimination of your name from active status on the Dental-Search registry.

ARRIVE 15 MINUTES EARLIER

All temps must arrive 15 minutes earlier to work. Please allow time if you are unsure of travel time, location, and bad weather conditions. This time is necessary for you to become familiar with the office, patient load, and procedures specific to each individual office. **IF YOU ARE LATE PLEASE BE SURE TO CALL DENTAL-SEARCH. IF YOU ARE LOST PLEASE CALL EITHER THE DENTAL OFFICE OR DENTAL SEARCH.** If we do not hear from you within an hour of your start time we may have to replace you at the job.

ORIENTATION OF OFFICE

It is suggested that you ask each office to orient you with their specific procedures, location of supplies, OSHA manuals, sterilization procedures, x-ray procedures, etc. This will allow the day to run smoothly.

UNIFORM

A white uniform, a white lab jacket, white shoes, and white socks or stocking, or colored scrubs, unless dental office instructs otherwise. If an office provides scrubs we will notify you. Remember you need to bring your own protective eye glasses which must have side shields. The office will provide you with a mask and gloves. A clean neat appearance is always a must, be sure hair and nails are neat and clean. The state mandates a name tag be worn at all times.

SICK

If you are ill and cannot fulfill an assignment, first call Dental-Search **ASAP**. If it is after hours leave a message then in addition leave a message for the dental office. **PLEASE NOTIFY DENTAL SEARCH FIRST.**

If you are feeling ill on a weekend or evening please call Dental-Search then, we have a better chance of getting a replacement than if we have same day notice. **REMEMBER WE HAVE A 24 HOUR SERVICE AND CHECK OUR MESSAGES CONTINUOUSLY.**

PAY PROCEDURE

Please refer to the enclosed detailed payroll schedule. Please check your social security number of each paycheck to ensure accuracy.

LOST DIRECTIONS / ANY QUESTIONS AFTER HOURS

If you have an emergency and need to speak to a Dental-Search representative you can call after hours. Please use (973) 575-9581, leave a message and someone will call you back

***YOU MUST CONTACT DENTAL-SEARCH IMMEDIATELY IF YOU ARE ASKED TO RETURN TO A TEMP POSITION FOR ADDITIONAL TIME OR ARE OFFERED A PERMANENT JOB.**

I have read and understand the above guidelines. Please detach this and return with your application.

Print Name _____ Date _____

Signature _____