



## EAGLE MANPOWER AGENCY

DOMOVINSKE ZAHVALNOSTI 15, ČAČINCI, CROATIA • EAGLEMANPOWERAGENCY@GMAIL.COM

### Agency Services Agreement

This agreement will be applied to all the Applicants of **Eagle Manpower Agency, effective from February 2, 2024 onwards**. This agreement is written and approved by the Agency's legal adviser.

#### 1. Representation:

The Agency agrees to represent the Applicant in seeking employment opportunities and providing career advice and guidance.

#### 2. Services:

The Agency will provide the following services to the Applicants:

- Job search assistance, including identifying suitable positions and submitting applications.
- Visa application requirements assistance.
- Assistance in obtaining clearance and other required documents for visa and work permit.
- Interview preparation and coaching.
- Ticket Booking.

#### 3. Confidentiality:

Both parties agree to maintain the confidentiality of any sensitive or proprietary information and shared during the engagement.

#### 4. Applicant's Obligations:

The Applicant agrees to:

- Provide accurate and up-to-date information to the Agency.
- Cooperate with the Agency in good faith during the job search process.
- Provide complete documents and clearance for visa application.
- Notify the Agency of any job offer or interviews obtained independently.

#### 5. Fees:

The Applicant (WHO IS NOT IN PHILIPPINES) agrees to remit payment to the Agency in accordance with the service fee outlined below:

#### **TOTAL FEE: \* will be discussed during the interview.**

This fee is intended to cover administration costs associated with reviewing and processing the application submitted by the Applicant. It does not guarantee approval of the application. The Applicant acknowledges and agrees that all the fees (as mentioned above) paid to the Agency is non-refundable under any circumstances, including but not limited to the withdrawal of the application, rejection of the application, or any other reason.

#### 6. Duration:

This Agreement shall remain in effect until terminated by either party in writing or upon successful job placement through the Agency efforts.

Once the Agency successfully deployed the worker and for whatever the reason the worker is terminated by the company the Agency is not responsible to find another opportunity for the Applicant.

#### **7. Independent Contractor Status:**

The Agency operates as an independent contractor and not as an employer of the Applicant.

#### **8. Termination:**

Either party may terminate this Agreement at any time by providing written notice to the other party. Any malicious act such as spreading malicious information will automatically lead to the termination of the Applicant's Application and no refund will be provided. Posting on any Social Media about the Applicant's Application or any information related to this is prohibited and the same consequence will be imposed.

#### **9. Governing Law:**

This Agreement shall be governed by and construed in accordance with the Laws of Croatia.

#### **10. Acknowledgement:**

Should the Agency fail to provide the contract/work permit/visa within (6) months to (9) months of the date of receipt of the payment, the employee shall be entitled to a full refund of the amount paid.

Should the applicant choose to discontinue the job application process after signing the contract, he/she will not be eligible for a refund from the Agency in connection with the process.

This Agreement constitutes the entire understanding between the parties and supersedes any prior agreements or understanding, whether written or oral.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

### **EAGLE MANPOWER AGENCY**

  
**EAGLE MANPOWER AGENCY**  
obrt za posredovanje pri zapošljavanju  
vt. Marjo Jukić  
Čačinci, Domovinske zahvalnosti 15  
OIB: 62418682250