

Training Agreement

1. The training process takes two weeks (36 hr/week totalling to 72hr) with preset goals. We've set reasonable goals for a new trainee based on previous experience with applicants. A Working Interview (2.5-3hr) is included/part of the training period, and will be covered once training is complete.
2. During the training period the trainee will be paid Federal Minimum Wage of \$7.25/hr. The trainee will be paid the difference between minimum wage and the rate agreed on in the application after 2 months of working (6th Pay Cycle).
Initial: _____
3. Failure to meet goals may result in termination.
4. Official date of hiring will be on completion of training
5. The trainee has the option of working off the clock to achieve goals, if they desire
6. During the training period the candidate is expected to perform all assignments including errands and cleaning tasks in a timely manner
7. After 2 week training, the candidate will be expected to finish (Unless otherwise discussed):

Jewelry Works:

- 6 metal rings in 7 hours
- A tree of 6 injection wax rings in 5 hours
- A tree of 6 printed waxes within 2-2.5 hours.

Customer Service:

- Pricing and product information. (1 week of training)
- In Store Customer service communication (2-3 Days of training)
- Handling Ecommerce (eBay, Etsy, Instagram) (2-3 Days of training)

By signing below I agree to the above terms and conditions:

Name: _____ Signature: _____

Date: _____

Termination - Office Use Only

Starting Date: _____ End Date: _____

Signature of Termination(Employer): _____

Signature of Termination(Employee): _____

Hours covered: _____ Amount Paid: _____ Check No. _____