

CODE OF CONDUCT & STATEMENT OF UNDERSTANDING

For EDAA Members using the Employment Registry

The EDAA expects that all members using this membership service will exercise common courtesy and professional conduct at all times.

1. I will contact the EDAA as soon as I have accepted a position and let them know the name of the Employer I will be working for so my name can be removed from the Employment Registry. I understand that only those members who are actively seeking employment should be on the list at any time. I will respect that policy and not just let my 4 week listing "run out".
2. I will return all calls I receive from Employers even if I have already accepted another position. **I will conduct myself in a professional manner before, during and after employment.** I understand that my conduct reflects the professionalism of Dental Assistants as a group and of my professional association.
3. I will attend all interviews I have scheduled and be on time. I understand that the Employer has set aside this time especially for me and I will respect that courtesy. If I cannot attend for any reason I will contact the Employer before the interview to reschedule or cancel.
4. If I have not found suitable employment within 3-4 weeks of placing my name on the Registry, I will call the EDAA to update my listing. I understand that my listing will be removed after 4 weeks unless I have called to update that listing. I understand that Members who let their listing "run out" without contacting the EDAA may lose the use of this service for a period of time for repeated failure to comply.
5. If I am accessing the Job Registry I will contact the Employers by the method they have indicated. I understand that some Employers will request that EDAA members are to contact them by fax only to apply for the position listed.
6. I understand that the EDAA Starting Salary Guidelines are to be used only as a resource for negotiating a suitable starting salary based on my qualifications, experience and the type of position I am applying for. They are not a set wage for any person or position. I understand that the salary I negotiate will depend on the circumstances of the position and benefits offered by the Employer.
7. **I understand that all information from this service is provided for my personal use and is not to be given to or copied for any other individual or agency.**

I have read and understand the above code and statements and agree to abide by them. I understand that this service may be denied to me for 6 months for failure to comply.

Print Name _____ RDA# _____

EDAA Membership # _____ Ph # _____ Fax # _____

Email address: _____

Complete Mailing address: _____

Date _____ Signature _____

Services Requested: Place me on the registry ___ Send Jobs list ___ Send SS Guide ___

Please read, SIGN and return this form to the EDAA asap.

Your form will be kept on file so you do not need to fill one out each time you access the Employment Registry services. You may return your **SIGNED** form by:

fax to (780) 987-2022 or email to: edaa@interbaun.com or
snail mail to: EDAA Employment Registry @ 4 Elbow Dr, Devon AB, T9G 1M5
If you have any questions please contact the EDAA at (780) 987-2022.