

POLICIES AND PROCEDURES CHECKLIST FOR JOB STORE, INC

PLEASE READ AND INITIAL THE FOLLOWING:

1. I understand that I am expected to complete all job assignments I accept. If I do not complete an assignment, then Job Store can assume I have voluntarily quit. I also understand that once an assignment ends or a full-time position I have taken doesn't work out, I **must** notify my HR Coordinator immediately within 24 hours, indicating that I am available for another assignment. **Failure to do so will indicate that I have voluntarily quit.**
2. I understand that when I am on an assignment, I am an employee of Job Store, not the client company, and therefore, even when an assignment ends, I am still employed by Job Store. I understand that I am employed for no particular period, that I have the right to terminate my employment at any time, with or without cause, and that the Job Store has a similar right. I further understand that my status as an "at will" employee cannot be changed except in writing, signed by the owner of Job Store.
3. If for some unexpected reason, such as an emergency or illness, I cannot make it to work or will be late, I will contact my HR Coordinator immediately so he/she can call the client and/or find a replacement. My failure to do so may be grounds for my dismissal or indicate that I have quit.
4. **If I sustain any injury on the job, I will inform the Client Company and Job Store immediately.** Job Store will coordinate all necessary medical treatment and will report the accident to its insurance carrier. *I am aware that a full accident/injury report and investigation will be conducted and that a drug screen will be administered.* I am also aware that if I seek medical attention on my own (except in the case of life threatening illness or injury) I will be responsible for payment of said treatment.
5. I have also received and understand the contents of a card for my wallet/purse, which briefly explains workers' compensation procedures and some examples of good safety practices. One of these safety rules is that I should not perform any task unless I am trained to do so and am aware of the hazards associated with the task.
6. Signing this form will acknowledge that I have received my copy of Job Store's Employee Handbook, which includes the Drug/Alcohol Policy, and that I understand that it is my responsibility to thoroughly familiarize myself with all the rules and regulations in the handbook, including the Drug/Alcohol Policy. If I do not understand any part of it, I will ask questions of my HR Coordinator until I understand everything contained therein.
7. The information on my online or hard copy application is true and accurate to the best of my knowledge. I understand that any falsification or omission will lead to immediate termination. I authorize Job Store to obtain employment references and to do a thorough background investigation as it pertains to work record driving record, credit history, and pre-employment drug screening. I also authorize Job Store to release this information to other firms or persons upon request. I understand Job Store is an equal opportunity employer and will not discriminate because of sex, age, race creed, national origin, sexual orientation, or physical handicap. I agree to notify Job Store if I accept employment with any company to which I have been referred by Job Store. I understand that it is my responsibility to inform my HR Coordinator if I cannot perform any of the essential functions of the job to which they are referring me.
8. I have read and fully understand the above statements regarding Job Store policies and procedures and agree to the same. I understand that my failure to comply with these policies and procedures could lead to my dismissal.

Applicant

Date

Interviewer

Date