

# Home at Heart Temporary Contractor-New Hire form

Full Legal Name \_\_\_\_\_ Hire Date \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Email \_\_\_\_\_

Social Security # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ DOB \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Pay Rate \$ \_\_\_\_\_

I understand that I am being contracted on temporary basis, with no guarantee of hours or employment from Home at Heart for at least 90 days. After 90 days, I understand that my performance, reliability, and ability to continue to work with Home at Heart will be evaluated and at that time will be determined if I am to continue being temporary or hired permanently.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

### Important Policies:

1. **Payroll Policy:** We pay by direct deposit only. You will either need a checking, savings, or pre-paid card with a valid routing and account number to receive pay from us. We pay on a weekly basis, with your first check arriving the 3<sup>rd</sup> Friday after you begin working. You will be paid for your 1<sup>st</sup> week of work on the 3<sup>rd</sup> Friday after you begin working, and weekly after that.

\_\_\_\_\_  
Routing Number (9 Digits only) \_\_\_\_\_ Account Number \_\_\_\_\_

2. **No Call/No Show:** Home at Heart has a zero tolerance for no-show and no calls, and failure to give a notice of at least 48 hours for non emergency call ins. Failure to notify someone in management before the beginning of a shift at least 48 hours prior will result in automatic termination and **no payment for the whole week that you were currently working. Or if you weren't currently working you forfeit your final paycheck to Home at Heart. If you must miss work, you must notify someone.**
3. **Dress Code:** You must wear scrubs in each home with a temporary name badge. You must purchase these, as well as closed toe shoes, and keep your jewelry to a minimum. Only stud earrings (NO FACIAL piercings) and a wedding band can be worn.
4. **Type of Employment:** Home at Heart only hires individuals as contracted labor. Taxes will not be taken out of checks. Each individual will be responsible for taxes imposed upon them. Home at Heart will send a 1099 form at the end of each year to all caregivers.

\_\_\_\_\_  
Caregiver Signature \_\_\_\_\_ Date \_\_\_\_\_

Availability \_\_\_\_\_