



OnCall Employment Application

Name: _____
(Last / First / Middle)

Social Security # _____ - _____ - _____ Date: _____

Address: _____
(No. Street / City / State / Zip)

Telephone: (____) _____ - _____ Cell phone: _____

Are you 18 years of age or older? ☐ Yes ☐ No

If hired, can you provide written evidence that you are authorized to work in the U.S.? ☐ Yes ☐ No

Have you ever been convicted of a felony? ☐ Yes ☐ No

Car Available? ☐ Yes ☐ No

Which days are you available to work? ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

What shift are you available to work ☐ 1st ☐ 2nd ☐ 3rd

How did you hear about us? _____

In case of emergency, please contact: _____ Telephone: (____) _____ - _____

WORK SKILLS

If you have one or more years professional experience in any of the following trades please indicate in the space below the number of years experience for each trade. If you have less than one year experience please place an X on the line.

<input type="checkbox"/> Auto Mechanic	<input type="checkbox"/> Demolition	<input type="checkbox"/> Inspector	<input type="checkbox"/> Painter – Hand
<input type="checkbox"/> Bakery	<input type="checkbox"/> Drywall	<input type="checkbox"/> Inventory	<input type="checkbox"/> Painter - Spray
<input type="checkbox"/> Bi-Lingual	<input type="checkbox"/> Electrician	<input type="checkbox"/> Jack Hammer	<input type="checkbox"/> Plumber
<input type="checkbox"/> Carpenter Framer	<input type="checkbox"/> Electronic Assembly	<input type="checkbox"/> Janitorial	<input type="checkbox"/> Pressman
<input type="checkbox"/> Carpenter Finisher	<input type="checkbox"/> Fencing	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Quality Control
<input type="checkbox"/> Carpet Installer	<input type="checkbox"/> Food Processing	<input type="checkbox"/> Line Cook	<input type="checkbox"/> Restaurant
<input type="checkbox"/> Cashier	<input type="checkbox"/> Forklift - Sitting	<input type="checkbox"/> Load / Unload	<input type="checkbox"/> Roofing
<input type="checkbox"/> CDL License	<input type="checkbox"/> Forklift - Standing	<input type="checkbox"/> Machine Shop	<input type="checkbox"/> Shipping / Rec.
<input type="checkbox"/> Cement Finisher	<input type="checkbox"/> Furniture Mover	<input type="checkbox"/> Mailing Service	<input type="checkbox"/> Solderer
<input type="checkbox"/> Cleaning	<input type="checkbox"/> Hand Jack	<input type="checkbox"/> Manufacturing / Fabrication	<input type="checkbox"/> Supervisor
<input type="checkbox"/> Clerical	<input type="checkbox"/> Heavy Equipment Operator	<input type="checkbox"/> Masonry (Brick, Tile, etc.)	<input type="checkbox"/> Telemarketing
<input type="checkbox"/> Computer Skills	<input type="checkbox"/> Hotel - Housekeeping	<input type="checkbox"/> Mechanical Assembly	<input type="checkbox"/> Welder
<input type="checkbox"/> Construction	<input type="checkbox"/> HVAC	<input type="checkbox"/> Packager	(type _____)

Please use the space below to list any additional trade skills, certifications, tools, etc. which might be useful in determining job assignments for you.

EMPLOYMENT RECORD

Previous Employment		Name of Employer	Pay / hr	Position	Reason for Leaving
FROM	TO				

Employment Verification Authorization

I authorize OnCall, or any representative thereof, to contact my present and past employer(s) for the purpose of confirming my length of employment, wages and other relevant data.

Print Name

Signature

Date

Consent to Test For Drug/Alcohol In the Event of Work-Related Injury or Illness

I understand that, as part of its regular employment policy OnCall requires any employee who suffers a work-related injury or illness to be tested for the presence of drugs and/or alcohol. This testing is to be done at the location where initial treatment for the injury/illness is provided, and is to be conducted in accordance with acceptable medical procedures. I understand that if I refuse to submit to testing, it will be considered as refusal to comply with a reasonable request by my employer and will be cause for dismissal. I further agree to hold harmless OnCall, its agents, and clients for any and all consequences arising from my testing positive for the use and/or influence of drugs or alcohol at the time of my injury or illness.

Print Name

Signature

Date

Release of Claims Against OnCall Customers

I understand that OnCall ("the company") provides temporary workers for its customers to work at the customers' designated job site. In accepting any work assignment, I acknowledge that I am a temporary worker of OnCall and not an employee of the Company's customer. If I am ever injured in the course of any work assignment for OnCall, I agree that I will look only to the Company's Workman Compensation coverage and not the Company's customer for any recovery. For myself, and on the behalf of my heirs, executor, personal representatives and assigns, I waive, release, and forever discharge any claim that I may now have or that may later accrue against any customer of the Company which directly or indirectly arises out of any injuries which may occur while I am on a temporary work assignment for the Company. In signing this Release, I understand that I am not waiving or releasing any claims that I may have against the Workman Compensation coverage provided by OnCall.

Conditions and Certifications

In consideration of my employment, I agree to conform to the rules and regulations of OnCall and I understand that my employment by OnCall may be terminated at any time by OnCall or me with or without notice, for any reason. I understand that no Manager, or any other employee or representative of OnCall other than the Managing Member of OnCall, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to any of the foregoing. I understand the duties, including physical requirements, of the position for which I am applying with OnCall and I certify that I am capable of performing the required tasks with or without reasonable accommodation. If after I am hired I am requested to perform work, which I am unable to perform due to a disability, I will notify OnCall so that we may discuss the options for reasonable accommodation. I understand that OnCall does not tolerate racial or sexual harassment or discrimination. I have read and understand OnCall's policy against harassment and discrimination. I understand that I should report any actual racial or sexual harassment or discrimination to any branch personnel or OnCall management as provided in the policy, and that I am protected against retaliation for having done so.

Policy Regarding Dispatch Procedure

I understand that I am not required to work on any particular day and whether I report in to the OnCall dispatch hall is always my choice. Whenever I wish to register my availability to work, I will visit the dispatch hall and sign in. I know that OnCall is not required to find work for me and is not required to contact me in any way in order to make work available to me. If I do not report to the dispatch hall and sign in, OnCall may assume that I am not available for work on that day. I understand that OnCall follows a "best match for dispatch" policy and not a "first in -first out" policy. I understand that after receiving a job assignment, I am free on my own time to leave the dispatch hall and do as I wish until the job assignment starts. I understand the importance of never being late for a job assignment.

If I have a Repeat Ticket (defined as a request to return to the same job as a later date), I know that I am required to report my availability to OnCall in the manner indicated by the dispatcher at least one (1) hour before the scheduled start time and that if I do not, then OnCall may assume that I am not available to return to work.

Employment

I understand that my employment with OnCall is on a day-to-day basis. That is, at the end of the workday, I will be deemed to have quit until I report to the dispatch hall and receive a work assignment at a later date. Failure to request a new assignment may affect eligibility for unemployment compensation. I understand that merely registering my availability to work does not constitute employment, and I am not re-employed until I actually receive a new work assignment.

Regardless of my employment status, I understand that I will not be entitled to receive any fringe benefits of any type from OnCall, including such things as health insurance, pension plan, and vacation. I understand the significance of my exclusion from these programs and irrevocably agree to my exclusion.

I hereby acknowledge that my employment is AT WILL; I can be terminated at any time with or without cause.

Print Name

Signature

Date



EMPLOYMENT POLICY

PLEASE READ THESE RULES CAREFULLY... IF YOU CANNOT, OR WILL NOT COMPLY WITH ALL OF THEM... PLEASE NOTIFY A STAFF MEMBER

1. Find out what your pay is before you leave. If you accept the job, do not complain to the client about your pay. You are not to discuss your pay with anyone on the job.
2. You are expected to work as long as the client needs you. Do not ask to leave early or tell the client that you have to leave in order to be paid. If you have a reason not to work past a certain time, tell a staff member before the job begins!
3. Do not leave a job, mistreat a client, or cause any problems on the jobsite. If you are mistreated or asked to do anything dangerous, and/or the equipment is unsafe, tell the client that you must call our office.
4. If you cannot find a jobsite, stop and `call us right away! Do not come back to the office or drive around for a long time looking. If you have any problems, call us immediately.
5. If you are asked to come back the next day, the dispatcher will make arrangements for the following days job. If you can't return to the job, let us know as soon as possible.
6. If you need any equipment, such as gloves or boots, or need driving directions... ask for them!!! Note that all construction jobs require gloves.
7. If you have a work ticket with more than one employee printed on it... bring it back to the office immediately after the job is completed. Do not make other employees on a work ticket wait for you in order to get paid.
8. Under no circumstances is an employee of OnCall to directly contact a client! There are to be no phone calls or visits with clients. In the event of a problem, contact an OnCall Staff member to resolve it. You are not to handle any issues by yourself. Any violation of this rule results in immediate termination.

Remember... You are an employee of OnCall; you are not employed by the client nor are you an independent contractor.

I have read and understand the House Rules of OnCall I understand that any violation of these rules may be grounds for immediate termination

Signature

Date

We do promote hiring and any client can hire you once they have satisfied our agreement. They are notified of this when they open an account. If you do a good job, your work will sell itself. We check with our client's daily and ask for reports concerning your ability, performance, punctuality, and attitude.

OnCall Staffing
Policy on Discrimination and Harassment in the Workplace

- I. OnCall Staffing does not discriminate on the basis of sex, race, color, national origin, religion, sexual orientation, disability, age or any other factor made illegal **by** federal, state or local law. This applies to all areas of employment, including decisions involving hiring, pay and benefits, promotion, job placement. We also comply with all laws with regard to reasonable accommodations for employees with disabilities, who are pregnant or who have religious restrictions.
2. It is the policy of OnCall Staffing that harassment of employees in the workplace is unacceptable and will not be tolerated. This includes harassment based on factors including sex, race, color, national origin, religion, sexual orientation, disability, age or any other factor made illegal by federal, state or local law.
3. Harassment is defined as unwanted and unwelcomed verbal, visual or physical conduct that creates a workplace that is intimidating, offensive or hostile. Harassment occurs whenever a person is required to submit to such conduct as a term of their employment, whenever a person's conditions of employment are affected by their submission to or rejection of such behavior, or the conduct unreasonably interferes with the person's work environment.
4. Harassment includes such things as: a) jokes or derogatory comments; b) displays of posters, calendars, pictures, drawings or other documents that are offensive; c) physical acts or gestures that make a person uncomfortable or which are offensive or otherwise interfere with a person's work environment; d) other negative statements or actions that may not directly reference a person's sex, race, color, national origin, religion, sexual orientation, disability, age or any other factor made illegal by federal, state or local law, but which were said or done because of one of those characteristics. Sexual harassment includes demands for sexual favors or pressuring someone for sex and physical conduct such as touching or brushing up against someone.
5. The law does not permit, nor will we tolerate, harassment of employees by other employees, customers, clients or employees of other companies where employees are performing work.
6. Any question regarding this policy, a specific fact, or situation should be addressed to the company's Office Manager. Any complaint involving harassment or discrimination should be made to the individual's supervisor, the Office Manager, or the Branch Manager with the assurance that it will be treated confidentially and investigated thoroughly.
7. OnCall Staffing does not retaliate against employees who file complaints of harassment or discrimination or those who give statements supporting such complaints.
8. Any violation of this policy will result in disciplinary action.

I have read and understand this policy.

Signature

Date



LIGHT DUTY AND DRUG TESTING POLICY AGREEMENT

This detailed policy is applicable to all applicants seeking employment through OnCall at _____. The testing is to be performed pre-placement to further ensure the safety of all employees. Any applicant has the right to refuse to take the drug test, however, upon doing so; the conditional offer of employment will be withdrawn. Failing the test (testing positive for drugs) will also be terms for withdrawal of offer. Any applicant has the right to explain a failed test result and retest at his or her own expense. There are no other appeal procedures.

This policy is to be read, understood, and then signed by all applicants seeking placement at OnCall Staffing.

NAME: _____ SS#: _____

CONSENT:

I, _____, acknowledge that I have read the above drug policy.

I (am | am not) on any over the counter medication. If you chose yes, please list all you are currently or have recently taken.

Is there any other information that you wish to supply which may be relevant to the reliability of, or explanation for, a failed test result? ____Yes ____No

If yes, please explain: _____

You will be notified in writing within three (3) days of the results of this test are delivered to OnCall. You have the right to receive a copy of the test result report

OnCall Staffing maintains a light duty program which you are required to participate in if you are injured.



BACKGROUND INVESTIGATION AUTHORIZATION

I authorize OnCall to investigate my background as it pertains to employment considerations. This may include investigations of employment history and performance, personal/professional references, credit, educational history, licenses and information contained in public records including criminal and motor vehicle data. I release all persons, companies or corporations furnishing such information from liability and responsibility. A copy of this document may be substituted for the original.

Printed full name of applicant _____

Signature of applicant _____

Email address _____

Date of birth _____

Driver's License # _____ State _____

Social security # _____

Other names (alias') _____ (include maiden name)

Resident addresses for past 7 years
