

# **OnCall** Employment Application

Name:			
	(Last / F	irst / Middle)	
Social Security #			
Address:			
	(No. Street /	City / State / Zip)	
Telephone: ()	Cell ph	one:	
Have you ever been con Car Available? Yes	written evidence that you are a victed of a felony?YesNo No	authorized to work in the U.S.?  esWedThursFriS	
How did you hear about u	s?		
In case of emergency, ple	ase contact:	Telephone: ()	<del>-</del>
WORK SKILLS			
below the number of ye $\underline{X}$ on the line.	ars experience for each trade.	in any of the following trades plants from the following trades pl	sperience please place an
Auto Mechanic Bakery Bi-Lingual Carpenter Framer Carpet Installer Cashier CDL License Cement Finisher Cleaning Clerical Computer Skills Construction	<ul> <li>Demolition</li> <li>Drywall</li> <li>Electrician</li> <li>Electronic Assembly</li> <li>Fencing</li> <li>Food Processing</li> <li>Forklift - Sitting</li> <li>Forklift - Standing</li> <li>Furniture Mover</li> <li>Hand Jack</li> <li>Heavy Equipment Operator</li> <li>Hotel - Housekeeping</li> <li>HVAC</li> </ul>	Inspector Inventory Jack Hammer Janitorial Landscaping Line Cook Load / Unload Machine Shop Mailing Service Manufacturing / Fabrication Masonry (Brick, Tile, etc.) Mechanical Assembly Packager	Painter - Hand Painter - Spray Plumber Pressman Quality Control Restaurant Roofing Shipping / Rec Solderer Supervisor Telemarketing Welder (type)
Please use the space bel determining job assignment	•	skills, certifications, tools, etc. w	which might be useful in

#### **EMPLOYMENT RECORD**

Previous E	mployment	Name of Employer	Pay / hr	Position	Reason for Leaving
FROM	TO	1 3	,		5
	I.		<u>,                                      </u>	1	
Louthoriza Ont	Call or any range			ification Authorization	n f confirming my length of employment, wages and other relevant
data.	can, or any repres	sentative thereof, to contact my presen	nt and past emplo	yer(s) for the purpose o	r commining my length of employment, wages and other relevant
au.					
					<u> </u>
Print Name			Signature		Date
		Consent to Test For I	Orug/Alcohol In t	the Event of Work-Rel	ated Injury or Illness
		egular employment policy OnCall req	uires any employ	ee who suffers a work-i	related injury or illness to be tested for the presence of drugs and/or
					is to be conducted in accordance with acceptable medical
*		Ç.		* *	easonable request by my employer and will be cause for dismissal. I
time of my inju		incan, its agents, and chems for any a	ind an consequent	ces arising from my test	ing positive for the use and/or influence of drugs or alcohol at the
time of my my	ary or miness.				
Print Name			Signature		Date
		Rel	ease of Claims A	gainst OnCall Custon	ners
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## 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 Rul	es of OnCall	I understand	l that any	violation	of these	rules ma	ıy be
grounds for	immediate term	ination							

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 are 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?YesNo
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.

09/10/2014



#### 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	