



S&S INSTANT JOBS INC

TEL: 647-812-5596

APPLICATION

DATE: _____

NAME: _____
FIRST MIDDLE LAST

HOME TEL: _____ PERSONAL TEL: _____

PRESENT ADDRESS: _____
STREET #. STREET APT. #.

CITY PROVINCE POSTAL CODE

MAJOR INTERSECTION: _____ DATE OF BIRTH: ____ / ____ / ____
DAY MONTH YEAR

SOCIAL INSURANCE NUMBER: _____ HEIGHT IN FEET: _____ INCHES: _____

WORK PERMIT CERTIFICATE #: _____ EXPIRY DATE: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE FOR WHICH YOU HAVE NOT BEEN GRANTED A PARDON?

YES _____ NO _____

HOW MANY POUNDS ARE YOU COMFORTABLE LIFTING?

0-20 IBS YES _____ NO _____

30-50 IBS YES _____ NO _____

ARE YOU LEGALLY ENTITLED TO WORK IN CANADA?

YES _____ NO _____

DO YOU TRAVEL BY CAR?

YES _____ NO _____

BY BUS?

YES _____ NO _____

IN WHAT AREAS ARE YOU WILLING TO WORK?: _____

ARE YOU AVAILABLE TO WORK OVERTIME?

YES _____ NO _____



S&S INSTANT JOBS INC

WHEN CAN YOU START?: _____

WHAT POSITION ARE YOU APPLYING FOR?: _____

WHEN ARE YOU AVAILABLE TO WORK : DAYS _____ / AFTERNOONS _____ / MIDNIGHT _____

SCHOOL	PROGRAM	YEAR COMPLETED	DIPLOMA/DEGREE
HIGH SCHOOL:	_____		
UNI/COLLEGE:	_____		
OTHER:	_____		

WORK EXPERINCE

COMPANY NAME: _____ ADDRESS: _____
 TELEPHONE #: _____ JOB TITLE _____
 SUPERVISOR: _____ WAGE PER H: _____

DUTIES PERFORMED: _____
 REASON FOR LEAVING: _____
 EMPLOYED FROM: _____ TO: _____

YES _____ NO _____ MAY WE CONTACT THE EMPLOYER?

COMPANY NAME: _____ ADDRESS: _____
 TELEPHONE #: _____ JOB TITLE _____
 SUPERVISOR: _____ WAGE PER H: _____

DUTIES PERFORMED: _____
 REASON FOR LEAVING: _____
 EMPLOYED FROM: _____ TO: _____

YES _____ NO _____ MAY WE CONTACT THE EMPLOYER?



PROCEDURE

Please be advised of the following procedure concerning S&S INSTANT JOBS policy for paying flexible staff:

It is entirely the responsibility of the employee to ensure prompt arrival to all assignments at the time specified by S&S INSTANT JOBS and/or the client company. Should an employee show up late to an assignment the client has the right to send that employee home without pay. S&S INSTANT JOBS will not pay that employee in lieu of the client company.

However, if the client company does not cancel an order for flexible staff at least 2 hours before the beginning of the shift and the employee arrives promptly at the client company, the employee will be paid for 4 hours of work that day.

Please sign below, acknowledging that you understand and will comply with the above-mentioned procedure.

Employee's Signature

Date



DUTIES OF WORKERS OCCUPATIONAL HEALTH AND SAFETY ACT SECTION 28

A Worker Shall

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment (s) or protective device (s) that may be hazardous to him/her self or another worker.
- Report any known workplace hazard to the employer or supervisor.
- Report any known violation of the act or regulations to the employer or supervisor.
- Do not remove or make ineffective any protective device required by the employer or by the regulations.
- Do not use or operate any equipment or work in any way that may endanger any other worker(s).
- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

I have read and understood the information listed above in regards to the Occupational Health & Safety Act. I understand that it is my responsibility to comply with the policies listed above

Employee's Signature

Date

Print Name



PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENT ACT (PIPEDA)

PRIVACY POLICY

As of January 1st 2004, all businesses must adhere to Bill C-6, Canada's Personal Information Protective and Electronic Document Act in (PIPEDA). The purpose of this legislation is to improve the safeguards over your personal information and to provide you with better control and understanding of its use and potential distribution.

S&S Instant Jobs Inc is extremely pro-active in our efforts to comply with the legislation. All personal information gathered by our company is held in the highest degree of confidentiality.

S&S Instant Jobs Inc collects personal information to better serve you and to assist us in understanding your strengths and needs before we can place you in the employment field.

HOW WE TAKE CARE OF YOUR PERSONAL INFORMATION

Whether in electronic or paper-based format, S&S Instant Jobs Inc maintains a strict security system to safeguard your personal information from unauthorized access, disclosure or misuse. As well, when we no longer need your personal information, we take as much care to destroy it as we do when storing it.

YOUR CONSENT

Your consent is required before we may collect, use and disclose your personal information, except in special circumstances, such as during a fraud investigation, an investigation by the police, or in a situation otherwise permitted by the law.

Applicant's Signature Date:

Please Print Name Date:

S&S Instant Jobs Staff Signature Date:

Thank you for taking the time to read this important information. Should you have any question(s) please feel free to contact us at any time 647-812-5596.



Yours truly,
S&S Instant Jobs Inc.

APPLICANT AGREEMENT

Clause 1: General

As a candidate / applicant applying for employment through S&S Instant Jobs Inc., I am fully aware and acknowledge that S&S Instant Jobs is an employment agency that provides temporary employment services. I further acknowledge that during and at the completion of the application registration with S&S Instant Jobs that I have been provided with documentation, including a S&S Instant Jobs business card, all of which have the business name and contact information of the agency. If for any reason (s) I did not receive this business / legal contact information of the agency, I acknowledge that it is my legal right to request such information.

S&S Instant Jobs being a temporary employment agency, I am aware and acknowledge that employment opportunities offered to me may be for a limited term of less than three months or based on a specific task to be performed, at the completion of which the employment will end and accordingly, I will not be entitled to any termination notice pursuant to the Employment Standards Act, 2000 or any other statute or common law whatsoever. I further acknowledge that if I become entitled to any termination and or severance benefit, such benefit (s) will be pursuant to the Employment Standards Act, 2000, only. With this clear understanding of the employment policies of S&S Instant Jobs Inc, I hereby declare my full agreement to be bound by any one and/ or all of the clauses of this agreement, and in confirmation thereof, I have accordingly affixed my signature to this agreement.

Clause 2: Candidate / Applicant

I, the undersigned do hereby acknowledge and agree that although I have completed S&S Instant Jobs application process, including safety training and the filling out of other documents relating to the application and request for employment process, I have not commenced employment and that this process does not in any way whatsoever guarantee me employment with S&S Instant Jobs Inc. now or anytime in the future.

I further acknowledge and agree that S&S Instant Jobs has not yet attempted to assign me to a client and that it will contact me when such an attempt is about to be made, and then, once I am assigned and work on the assignment, my employment with S&S Instant Jobs will commence.

Clause 3: Work Assignment – 3 Months or More

I, the undersigned do hereby acknowledge and agree that if I am offered work assignment by S&S Instant Jobs and I work continuously for a period of three (3) months or more, my employment may be terminated at any time with or without cause. I understand and agree that if my employment is terminated without cause I will only be entitled to notice of termination or pay in lieu thereof, and severance pay (if applicable), pursuant to the Employment Standards Act, 2000.

APPLICANT AGREEMENT

Clause 4: Work Assignment – Less than 3 Months

I, the undersigned do hereby acknowledge and agree that if I am offered employment by S&S Instant Jobs that such employment may be for a limited term of up to 3 months or for a specified task of less than 3 months, following which my employment will automatically end and there will be no entitlement to notice



of termination or pay in lieu thereof, nor severance pay whatsoever, pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000), and the common law.

Clause 5: Employee's Requirement to contact Agency when assignment ends/prolonged period of non-assignment:

I, the undersigned do hereby acknowledge and agree that as an assignment employee with a client of S&S Instant Jobs, it is my responsibility to contact the agency by phone, email or in writing at least once on the first working day of the week immediately following the week of my last assignment, to report that my assignment with the client has ended and that I may be on a prolonged period of non-assignment and to confirm my availability to work. I further acknowledge and agree that if I do not contact the agency, as herein required, to report that my assignment with the client has ended and that I am available to work and one working week following my last assignment has elapsed, I will be deemed to have abandoned my employment with the agency and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination or pay in lieu thereof, nor severance pay (if applicable), pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

Clause 6: Employee's Availability to Work

I further acknowledge and agree that if I fail to contact the agency by phone, e-mail or in writing on at least 3 working days in any one week to confirm my availability to work, I will be deemed to have been unavailable to work for that week for the purposes of the Employment Standards Act, 2000. Further, I acknowledge and agree that if I fail to contact the agency by phone, email or in writing on at least six (6) working days in two consecutive weeks to confirm my availability to work, I will be deemed to have abandoned my employment with the agency and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination or pay in lieu thereof, nor severance pay (if applicable), pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

I further acknowledge and agree that if I am unavailable to work for two (2) consecutive assignments or any three (3) assignments in a three (3) month period, I will be deemed to have abandoned my employment and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination nor pay in lieu thereof, and severance pay (if applicable) pursuant to contract, statute (including but not limited to the Employment Standards Act 2000) and the common law.

For the purpose of validating clauses 5 and 6, S&S Instant Jobs has implemented a log book to record the name, date and time of calls received from employees.

APPLICANT AGREEMENT

Clause 7: Work Assignment Information and Non-Solicitation

I, the undersigned do hereby acknowledge and agree that when an assignment is offered to me by S&S Instant Jobs, I will be provided with the S&S Instant Jobs contact information, as well as the name of the client I am being assigned to, their contact information, as well as the wage rate, hours of work, pay period, estimated term of the assignment if available, and a general description of the work to be performed. This information will be provided orally at the time it is initially provided, and in writing as soon as practical thereafter. If I do not receive this information with my first pay cheque, I have a responsibility to contact the office of S&S Instant Jobs by phone, email or in writing to request a copy of this information.



S&S INSTANT JOBS INC

I further acknowledge and agree not to solicit employment from any client of S&S Instant Jobs to whom I have been assigned for a period of six (6) month following the termination of my employment with S&S Instant Jobs Inc Employment.

Clause 8: Acknowledgement

It is acknowledged and agreed that this agreement will take precedent and/or supersede all other agreements and policies, written or implied, with S&S Instant Jobs regarding its employment practices.

I do hereby declare that by affixing my signature hereunder, I have expressed my full agreement with the terms of this agreement as set out in Clauses 1 through 8.

Applicant's Signature

Date:

S&S Instant Jobs Staff Signature

Date:



S&S Instant Jobs Inc., Employment application policies

EXCESS HOURS OF WORK AGREEMENT

This agreement is entered into between S&S Instant Jobs Inc. (employer) and (employee) on thisday of 20 , at S&S Instant Jobs, 28 Wildfire Rd, Woodbridge Ontario.

I hereby acknowledge receipt of the Information Sheet for Employees regarding Hours of Work and Overtime Pay, produced by the Director of Employment Standards, Ministry of Labour, Ontario. I have carefully read the Information Sheet and fully understand that I have the right as an employee to exercise an option to work or not to work in excess of my regular working hours.

In consideration of the above, I hereby agree to work in excess of **8 hours per day up to a maximum of 12 hours in any one day or in excess of 48 hours per week, up to a maximum of 60 hours in any one week**, as may be requested from time to time by my employer (S&S Instant Jobs Inc). I fully understand that I am under no obligation to work excess hours and if I do not want to work excess hours, I do not have to sign this agreement. I further acknowledge that I have the right to cancel this agreement by providing my employer, S&S Instant Jobs Inc. with two (2) weeks written notice.

S&S Instant Jobs Inc. fully and unequivocally acknowledges the rights of the employee as stated herein, and in keeping with section 21.1 of the Employment Standards Act, 2000.

Employee's name (Print)

Employee's signature Date

Representative S&S Instant Jobs Date



AGREEMENT

Between S&S Instant Jobs Inc. And S&S Employee (s) Regarding Payment of Vacation Pay.

In furtherance of Section 36, subsection (4), of the Employment Standards Act, 2000, regarding the payment of Vacation Pay, S&S Instant Jobs Inc (employer) and (employee), do hereby agree as follows:

Vacation pay equivalent to 4 percent of the employee’s gross wages shall be included in each weekly payment or part thereof earned by the employee. It is acknowledged that S&S Instant Jobs Inc has a weekly payment policy.

It is further acknowledged that the amount in respect of the 4 percent vacation pay shall be clearly stated on the employee’s pay stub.

Employee’s name (Print)

Employee’s signature Date

Representative- S&S Instant Jobs

Date



Health and Safety Training Checklist

Prior to any job placement, the worker must be provided with the following:

- 1. WHMIS Training & Workplace Safety talk, including hazard reporting { }
- 2. WHMIS certification { }
- 3. S&S Employee Orientation Guide { }
- 4. S&S Health and Safety Handbook { }
- 5. Guide to Employment Standard Act { }
- 6. Statutory requirements regarding excess hours of work { }
- 7. Agreement regarding payment of Vacation Pay { }
- 8. Your Employment Standards Rights: Temporary Help Agency { }
- 9. Workplace Violence / Harassment Policy and Program { }

I hereby acknowledge that I have received the WHMIS health and safety training and related documents listed above and it is my responsibility to comply with all safety rules and regulations, in the interest of promoting and maintaining a safe and healthy work environment.

Please tick the boxes next to numbers 1-9 and print your name and your signature below:

Employee's name (Print)

Employee's signature Date

Representative – S&S Instant JobsDate



INDUSTRIAL SKILLS EVALUATION.

Employee's name (Print)

Comprehension:

Please answer the following questions to the best of your ability.

1. The ABC distribution center has been very busy. Their schedules are as follows: Monday they ship merchandise to 29 stores, Tuesday 31 stores, Wednesday 48 stores, Thursday 14 stores, and Friday 21 stores. How many stores do they ship to per week?

2. The current probationary period for our employees is 90 working days. How many weeks an employee needs to work until his/her probationary period has been completed if a regular week runs Monday to Friday?

3. If we pay you \$10.50 per hour, what should your gross earnings be if you worked 37.5 hours per week?

Order Picking and Packing:

Please circle the items that ARE COMPLETELY IDENTICAL.

- | | |
|-----------|-------------|
| 90786219 | 90786219 |
| ZZZZ28383 | ZZZZZZZ8383 |
| 200020202 | 200020202 |
| 135755532 | 135755531 |
| QCP3M9U1K | QPC3M9U7K |

SPELLING:

Please circle each word which is NOT SPELLED CORRECTLY.



Acurate

Balance

Duplicate

Change

Harmany

Extreme

Facette

Gravity

Originel

Justice

Personell

Imitate

Stumble

Thirst

Materinity

Math:

Please answer the following basic math questions

5x9 = _____

4x7 = _____

11+25 = _____

47-39 = _____

48 divideby 8 = _____

96-12 = _____

58+35 = _____

9x9 = _____

31-15 = _____

36 divide by12 = _____



ACKNOWLEDGEMENT

I understand that, if accepted for temporary, permanent or contract work, I will be working for S&S Instant Jobs Inc on their payroll at their client (s) site. I understand that the nature of the work with S&S Instant Jobs Inc is casual and that all placements are for the duration of the assignment only (if applicable). I further understand that in no way is any offer of work to be construed as anything other than a temporary assignment unless otherwise specified by a S&S Instant Jobs representative. I understand that I can be moved to various assignments with different pay rates.

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I give S&S Instant Jobs Inc permission to verify my employment reference for work record. I understand that any and all false statements may disqualify me from employment or cause my termination.

I understand that possible employment with S&S Instant Jobs Inc may entitle me to information about client (s) and/or staff that should be treated with strict confidence. This information, including all reporting materials information, will be considered Proprietary information and will be held in strictest confidentiality.

Information obtained from present and/or former employers is to be considered as "Confidential and Privileged" and used only for purposes of assessing employment suitability in relation to current capabilities, including work skills, work habits and personal character.

By this authorization, S&S Instant Jobs Inc and all who may provide information as reference herein are released from any liability which may otherwise ensue.

Applicant's Signature

Date:



S&S INSTANT JOBS INC