



## EMPLOYEE STATEMENT

You have the choice to accept or refuse any employment assignment JPS may offer you. When we offer you an assignment, please consider any conflicting plans or previous appointments to which you may be committed. If you accept an assignment, you are expected to be at work site as scheduled for the duration of your work assignment. **If you do not complete an assignment, or fail to report without notice, JPS will automatically treat this as a voluntary resignation.**

- 1) I understand that this application will be given every consideration, but it is not a promise of employment.
- 2) Once I have accepted a job, I must report to the JPS office to pick up a timesheet or complete a web-based Time Card on a timely basis. Unless special arrangements have been made, I understand JPS will not recognize or pay for any hours worked by an employee in the absence of an individual timesheet signed the employee and approved by the JPS Client.
- 3) I agree not to pursue direct employment, either on my own or through another agent or employer at any company where JPS has presented me without JPS' written permission for a period of six (6) months after the termination of any assignment, referral for interview, or referral of my resume or personal data. It is hereby agreed that I will obtain JPS' permission before discussing direct employment with a client or if the client approaches me regarding direct employment.
- 4) If for some unexpected reason, such as emergency or illness, I cannot make it to work or will be late, I will contact JPS office and work site no later than one hour before I am scheduled to begin work. My failure to do so may be grounds for dismissal and/or indicates that I have resigned from assignment..
- 5) I understand that failure to complete an assignment by leaving the work site without reasonable cause and/or without timely and proper notification to JPS may result to disciplinary action up to and including termination. In this instance, you will be paid only for the actual hours worked.
- 6) I understand that in order to be paid in a timely manner, timesheets must be turned in no later than 12:00 each Monday following the week worked. Any incomplete or late timesheets will not be paid until the following week.
- 7) JPS pays employees weekly. Our pay period starts on Monday and ends on Sunday. Payroll checks will be ready at NOON on Friday following the week worked. Checks are available for pick-up and will not be released to anyone other than the employee without proper authorization.
- 8) If I work for more than one assignment, my total number of work hours for different assignments should not exceed 40 hours. I understand that I need an authorization from JPS to work beyond the regular 40 hours.
- 9) By accepting an assignment, I agreed to abide by all JPS safety policies as well as those of each client work site to which I am assigned. If I do not follow safety rules, I am putting my physical well-being at risk, and I assume responsibility for my own actions and relieving JPS of any liability.
- 10) If I sustain an injury on the job, I will notify my immediate supervisor and JPS immediately. JPS will coordinate with the client the proper procedure for treatment and reporting.
- 11) I agree to report to the management of JPS any injury or accident to me while working for any JPS client at the worksite within 24 hours of the occurrence. If, in the event, I elect to seek medical care without first reporting the injury at a clinic other than JPS' designated medical centers, I understand I may be responsible for the expense.

- 12) I consent to pre-and post-employment drug/alcohol testing to the extent permitted by law. I understand that my failure to comply with this agreement will be grounds for any immediate termination or reason not to be hired, even though an offer of employment has been made.
- 13) I authorize JPS to verify all information I have supplied, except my current employer, whom may be verified only with my written approval, as specified on this application. I grant permission to JPS to share this information with its clients. I also understand that JPS may be required by law to share information about me with local, state, and/or federal agencies and that I may or may not be notified of such an action, as the law my prescribe.
- 14) I authorize JPS or an agency designated by JPS to perform a pre-employment and, if needed, post-employment background investigation about me, including, but not limited to, information about my employment, education, consumer credit history, driving record, criminal record, and information in the public domain within the standards established by law. I understand this including information I have not provided.
- 15) I hereby release JPS, designated background investigation agency, respective employees and all persons, agencies, institutions, and entities providing information or reports about me from all liabilities including, but not limited to, liability for defamation or invasion of privacy, arising out of the receipt, release and use of my employment records and background information. I understand that I have a right to certain information gathered, when required by law.
- 16) I certify that all the information I have provided on this application is truthful and completed to the best of my knowledge. I understand that if I am employed, any false statement, misrepresentation, or omission fact(s) on this application or on any supporting documents, regardless of when discovered to be false or omitted, may result in my immediate dismissal.
- 17) I understand that I am employee of Josephine's Professional Staffing, Inc. My employment with the Company may be terminated for any reason, with or without notice, at any time, by me or the Company. Nothing in this application or in any oral or written statement provided to me by the Company can limit these rights to terminate my employment at will and no one has any authority to change this at will relationship.

**DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THE TERMS OF THIS APPLICATION.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_