



APPLICATION TO COMMENCE ASSIGNMENT

Today's Date: _____

Employee: _____ SS# _____ - _____ - _____

Address: _____

City: _____ State: _____ Zip: _____ Birth date: _____

Cell Phone: _____ Home Phone: _____

Email address: _____

To be completed by your Staffing Specialist:

Job Description: _____ Hire Date: _____

Job Location: _____

Pay Rate: \$ _____

Pay Type: Hourly

Pay Frequency: Weekly

The undersigned employee, in the consideration of my hiring by Free State Staffing Services, Inc. (Free State), as an at-will employee of Free State, acknowledge and agree to the following:

- I understand and agree that I am employed in a temporary relationship where the duties and responsibilities applicable to me, are set forth in a service agreement entered into between the client for which I am working and Free State.
- I have been hired as an at-will employee of Free State Staffing. There is no contract of employment that exists between me and the client of Free State Staffing, for which I am working, nor between Free State and me, and Free State has no liability with regard to any employment agreement.
- I understand and agree that either Free State or I can terminate our employment relationship at any time as I am an at-will employee.
- I understand and agree that Free State does not assume responsibility for payment of bonuses, commissions, service pay, deferred compensation, profit sharing, vacation, sick or other paid time off or for any payment, where payment for such items has not been received by Free State from the client for which I am working for. Free State does assume this responsibility where such payment has been received from the client.
- I understand that if I am accepted as a temporary employee of Free State Staffing, I am expressly prohibited from performing any work outside the state in which I am currently performing services for Free State during my status as a temporary employee except as may be allowed in writing by Free State and the applicable workers comp carrier. If I work outside the home state originally assigned to, without first securing written approval, I understand that I will not be a temporary employee of Free State and may not be provided workers compensation benefits through Free State or the applicable workers comp carrier. My employment with Free State will be considered terminated upon commencement of my trip outside the home state where I have performed work for the client where prior written approval has not been received.
- I have been informed and I agree that if my assignment with any Free State Staffing client to which I am assigned, ends for any reason, I must report back to Free State immediately.

INITIALS _____

DATE: _____

FREE STATE STAFFING

Continued.....

STATEMENT OF UNDERSTANDING REGARDING BLOOD TEST AND URINALYSIS FOR DRUG TESTING

As a condition of employment, I understand that if I am injured during my employment with Free State Staffing Services, and seek medical attention, I will be required to undergo blood test and/or urinalysis. The results of this test will be provided to the workers comp carrier for consideration when assessing the validity of the claim. I further understand that if a test is positive, I will be terminated immediately.

I also understand it is my responsibility to report any injury directly and immediately to Free State Staffing. The undersigned further states he or she has read and fully understands the forgoing **Statement of Understanding Regarding Blood Test and Urinalysis for Drug Testing** and know the contents thereof and further signs the statement of his or her own free will.

INITIALS: _____

DATE: _____

HARASSMENT POLICY

FREE STATE STAFFING SERVICES, INC. believes that a work environment free of discrimination, intimidation and harassment is essential for a productive and efficient work force. FREE STATE STAFFING SERVICES, INC. prohibits discrimination based on race, color, sex, pregnancy, religion, national origin, age, citizenship status, marital status, sexual orientation, parental status or disability, and any forms of intimidation either physical or verbal.

Sexual Harassment includes: (1) unwelcome sexual advances and other verbal or physical conduct where submission to the advances or conduct is made a term or condition of the employment or is used as the basis of employment decisions; and (2) unwelcome verbal or physical conduct of a sexual nature that interferes with an employee's work or creates a hostile, intimidating or offensive work environment.

Other prohibited harassment includes verbal or physical conduct that denigrates or shows hostility or dislike toward an individual because of his or her race, religion, color, national origin, age, disability, citizenship status, sexual orientation and (1) creates a hostile, intimidating or offensive work environment; (2) unreasonably interferes with an individual's work performance.

I have read and understand this Harassment Policy:

INITIALS: _____

DATE: _____

OVERTIME POLICY

As a temporary employee and/or independent contractor, you are required to obtain prior authorization from your supervisor before working any hours over forty (40) during any workweek. Should the state you work in require overtime payment for hours exceeding eight (8) in one day, the same policy applies to the prior approval requirement. Free State's work week pay period runs from Monday through Sunday. In addition to that, prior verbal notification must be made to your Staffing Specialist at Free State Staffing before working said overtime hours.

Overtime is paid at time and a half. Timesheets require your supervisor's initials in the designated section.

I understand and will adhere to this Overtime Policy:

INITIALS: _____

DATE: _____

FREE STATE STAFFING

Continued.....

CELL PHONE / HAND HELD DEVICE POLICY

Temporary Employees and independent contractors must adhere to all federal, state or local rules and regulations regarding the use of cell phones and/or wireless communication devices while driving. Hand held cell phones and/or wireless devices are prohibited from being used by temporary employees and/or independent contractors to perform ANY Free State Staffing Services, Inc. related business while driving. This also includes contacting Free State Staffing regarding current, pending or possible future employment opportunities.

Should a temporary employee and/or independent contractor need to make or receive any communication through a hand held cell phone or wireless device while driving, he/she should locate a lawfully designated area to park before making or receiving the communication.

I understand and will adhere to this Cell Phone/Hand Held Device Policy:

INITIALS: _____

DATE: _____

WEAPONS POLICY

Free State Staffing Services, Inc. strictly prohibits the possession of firearms, concealed or not, loaded or not, on our premises, on all client premises and at any company related functions. This policy pertains to illegal knives or any device that could be considered a weapon if carried with intent to be used as such.

In compliance with House Bill 503, known as the *Preservation and Protection of the Right to Keep and Bear Arms in Motor Vehicles Act of 2008*, passed July 1, 2008, - Free State Staffing Services, Inc. does not restrict the right of its employees (temporary and permanent staff) to possess a legally owned firearm in their locked vehicle, provided it is concealed and is covered by a concealed weapons license. Any Free State Staffing Services, Inc. client's specific policy will override and take precedence over this policy when on their premises.

This policy applies to any Free State Staffing Services staff employees, temporary employees, independent contractors, business invites and social visitors. Persons found in violation of this policy are subject to immediate removal from the premises and/or discharged from employment. Any employee with knowledge of a violation of this policy is subject to disciplinary action up to and including discharge.

I understand and will adhere to this WEAPONS POLICY:

INITIALS: _____

DATE: _____

FREE STATE STAFFING

Continued.....

CONFIDENTIALITY AGREEMENT

During my temporary employment with FREE STATE STAFFING SERVICES, Inc., I understand that I will have access to confidential client, company and claim information. I agree to never communicate, disclose or use any confidential business information obtained while under assignment with any Free State Staffing Services, Inc. client, customer or business associate. This includes the business information of Free State and its clients, customers, vendors, and business associates that is not readily available to the public. As exception to this policy is when such information is absolutely necessary to conduct the business for which I was hired.

I will, at all times, handle myself in a professional and ethical manner even in the event of any conflict that may arise over the process in which a case/claim is handled. Such conflict may require my removal from involvement in aforementioned case/claim and will be discussed with my supervisor. I will advise Free State Staffing of any potential difficulties, if this should occur.

I also agree to NOT remove or retain any property, customer lists or proprietary company information from any assignment I may be on. I understand and further agree that this Policy applies even after the assignment has ended and there is no end date to maintaining this confidentiality. Any violation of this agreement may result in disciplinary action, up to and including termination.

I understand and will adhere to this CONFIDENTIALITY Agreement:

INITIALS: _____

DATE: _____

CONSENT TO BACKGROUND CHECK FORM

I hereby authorize FREE STATE STAFFING SERVICES, Inc. to receive any criminal history record or driver's history record information pertaining to me, which may be in the files of any State or local criminal justice agency.

Further, I hereby release all employers, schools, hospitals, Workers Compensation repositories, law enforcement officials and Federal, State and Local government information repositories, financial and credit agencies, and any other person contacted – from all liability in responding to inquiries in connection with my application. This will be handled in accordance and compliance of the Fair Credit Protection Act, Public Law 91-508, Title VI, as amended, as well as any other Federal and State guidelines.

I understand that any false or misleading information given in my application or interview may result in discharge and therefore understand I am required to abide by all company rules and regulations. I also understand that FREE STATE STAFFING SERVICES, INC. and its employees may disclose any criminal history to their clients in an effort to obtain employment for me.

****ALL INFORMATION, EXCEPT YOUR SIGNATURE, MUST BE PRINTED CLEARLY AND NEATLY****

Drivers License # and State Issued: _____ Social Security #: _____ - _____ - _____

Printed Name: (First, Middle, Last): _____

Address: (including city, state, zip): _____

Previous Cities you have lived in: _____

RACE: _____ SEX: _____ D/O/B: _____

SIGNATURE: _____ DATE: _____

FREE STATE STAFFING

Continued.....

VEHICLE INFORMATION POLICY

It is not the intention of Free State Staffing Services to have a temporary employee use their personal vehicle for any business use. If you are requested by the client to run an errand, transport another employee, visit a claim site or use your personal vehicle in any way, you must contact FREE STATE immediately and PRIOR to any required use. Special written exception may be made for use of your personal vehicle as requested by the client, however, without that authorization Free State maintains denial of any liability of resulting injury or damage.

FREE STATE STAFFING SERVICES policy is that all employees and/or independent contractors must use a ***FOUR WHEEL VEHICLE***, not a motorcycle or any other 2 wheeled vehicle for any work purposes, at any time. Permission will not be given, at any time, for the use of a motorcycle or any other 2 wheeled vehicle to be used.

The following information is required for any temporary employee who uses or may use their vehicle for work purposes at any time. Failure to provide this information to Free State assumes that you will be responsible for any and all damages and injury that may result from the use of your personal vehicle. Further I understand that it is my responsibility to immediately inform Free State Staffing of any changes to my transportation, of any new driving citations or accidents, changes to my insurance policy, or changes in the status of my driver's license. Failure to do so may result in termination.

Vehicle #1 Information:

Vehicle #2 Information:

License Tag #: _____

License Tag #: _____

Color: _____

Color: _____

Vehicle Make: _____

Vehicle Make: _____

Vehicle Model: _____

Vehicle Model: _____

Insurance Carrier: _____

Insurance Carrier: _____

Policy Number: _____

Policy Number: _____

Coverage Limits: _____

Coverage Limits: _____

I understand and will adhere to the Vehicle Information Policy:

INITIALS: _____

DATE: _____

I have been given a copy of the Policy on **Instructions for Completing Timesheets, Temporary Employee Benefits** and the **"Your Responsibilities"** information sheet. I understand that my employer, Free State Staffing Services, Inc., must receive this application (completed, initialed, dated and signed) **BEFORE** I can begin my temporary assignment. I also understand that it is my responsibility to provide Free State with any changes that may occur in any of the areas mentioned above.

EMPLOYEE SIGNATURE: _____

EMPLOYEE PRINTED NAME: _____ DATE: _____



FREE STATE STAFFING SERVICES, Inc.
2170 West State Road 434, Suite 386, Longwood, FL 32779
(800) 293-2362 Fax (888) 302-9347
www.freestatestaffing.com

INSTRUCTIONS FOR COMPLETING TIMESHEETS

1. Please email your completed timesheet to your supervisor no later than the close of business on Friday. Make sure to cc: timesheets2010@freestatestaffing.com in that email. This will ensure we have your hours and are awaiting approval from your supervisor.
2. Your supervisor will then review, approve and email your approved timesheet to Free State at the above email address. This must be done NO LATER that 10:00am on Mondays.
3. When totaling your hours, keep this in mind: Regular hours are hours actually worked. PDO hours are earned paid days off that you use for vacation, etc. (See your Benefits sheet for more information). Total the regular, PDO and any overtime hours to get your "Total Hours" for the pay period.
4. Overtime hours are any hours over 40, worked in a single pay period (one week). Overtime hours must be approved in advance by your supervisor. Your supervisor must indicate approval by initialing the box on your timesheet also. If overtime hours are worked on a Saturday or Sunday, after the submission of your timesheet, please update your timesheet and be sure your supervisor approves the overtime. Your updated timesheet must be emailed to us no later than 10:00am Monday, with a notation that it is revised.
5. If there is a holiday, you will be instructed if there are any changes to the timesheet submittal deadline.
6. Failure to comply with these instructions will result in a delay in your paycheck.
7. If you have any questions or if any unusual circumstances prohibit you from following these procedures, please contact Debbie at extension 202, immediately.

3/30/2011



TEMPORARY EMPLOYEE BENEFITS

PAID DAYS OFF (PDO):

For every 400 hours you work you accrue an eight (8) hour paid day off. This PDO can be used in any way you choose: holiday, vacation, sick day, continued education, jury duty, bereavement, etc. Time off may be taken in four (4) or eight (8) hour increments and you **MUST** be on Free State's payroll to claim a PDO. We cannot put you back on payroll to take your PDOs, so it is your responsibility to inform us that you want your PDO before you go off payroll. Once an assignment ends we will keep your hours in a "holding pattern" for six (6) months. If you do not return to our payroll within those six (6) months, your time will be forfeited. Keep track of your total hours worked or call our office to find out your status of how much time off you have available. Example:

HOURS WORKED	EARNED PDO
400	1 DAY (8 Hrs)
800	2 DAYS (16 Hrs)
1200	3 DAYS (24 Hrs)
1600	4 DAYS (32 Hrs)

****When you use a PDO please indicate it as follows on your timesheet****

HOURS	DATE	TIME IN	LUNCH	TIME OUT	TOTAL
MONDAY	12/22/08	8:00	12-1	5:00	8
TUESDAY	12/23/08	8:00	12-1	5:00	8
WEDNESDAY	12/24/08	8:00	12-1	5:00	8
THURSDAY	12/25/08		**PDO**		(8)
FRIDAY	12/26/08		**PDO**		(8)
SATURDAY					
SUNDAY					

Regular Hours: 24

PDO Hours: 16

Overtime Hours: 0

Total Hours: 40

{If you have any questions on completing your timesheet properly, please contact our payroll department.}

401K:

We have worked very hard to find a 401K program that will work for the changing needs of our temporary staff. We believe we have found just that. In order to participate in this program, you must have worked for Free State for a minimum of one (1) year and at least 1,000 hours. Your contributions into this program will get automatically deducted from your paycheck. If you wish to be a part of this program, please contact us and we will determine your eligibility and advise you of the next enrollment period.

MEDICAL BENEFITS:

Free State partnered with Assurant Staffing Health Benefits several years ago to provide HEALTH, DENTAL and LIFE insurance for our temporary employees. There are no minimum hours for participation in these insurance plans. These programs are available to you now. Call 1-888-404-2944 to get a quote.

SUPPLEMENTAL INSURANCE PROGRAMS:

We now offer plans such as: disability insurance, supplemental life insurance, hospital confinement insurance, or cancer and critical illness insurance. The details of these plans vary so they are outlined in an available brochure if you are interested. In order to participate, you must have worked a minimum of 400 hours for Free State Staffing. Call us if you would like more information regarding these programs.

FIRST JOB BONUS:

All temporary employees will receive a first job bonus. You are eligible for your first job bonus after completing four (4) consecutive forty (40) hour weeks. This is a one-time bonus.

REFERRAL BONUS:

If you refer someone to Free State and we are able to place that person in a position for a minimum of four (4) weeks, you will receive a referral bonus. The new applicant must identify you as the referring person during the interview stage.

FREE STATE STAR:

As another way to show our appreciation for the hard work of our temporary employees we have formalized a “FREE STATE STAR” program. At any time our staffing specialists may select you as our STAR because you performed above and beyond expectations. It could be based on your attendance, a compliment from our client about you and your work product, or a special circumstance. You would be honored and recognized in a special way. Our STARS will reflect the Free State code of ethics and exemplify professionalism within the insurance industry. Strive to be our STAR!

If you have any questions regarding any of these programs, please contact our office.

FREE STATE STAFFING SERVICES

(407)262-0544

1-800-293-2362



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YOUR RESPONSIBILITIES

We are happy that you have joined the FREE STATE STAFFING family! We would like to help you be successful at each and every assignment. Though some of the following instructions may be obvious, we ask that you acknowledge and adhere to these policies and perform your responsibilities with the utmost professionalism.

THE USE OF ILLEGAL DRUGS OR ALCOHOL IS NOT PERMITTED DURING WORKING HOURS WHILE ON ANY TEMPORARY ASSIGNMENT THROUGH FREE STATE STAFFING SERVICES, INC.

- Be **ON TIME** for all interviews and assignments.
- Read all Free State Staffing policies and be aware of company benefits.
- Inform us in the beginning if you have certain requirements for working (time conflict, vacations scheduled, no lifting, etc.). Please represent your experience accurately as our reputation and yours may suffer.
- Always dress professionally on the first day of an assignment as you would for an interview. After that, please adhere to the client's dress code policy. Remember that you are representing **FREE STATE STAFFING** and we expect that you will always look presentable.
- Inform us right away if you cannot get to your assignment. You must also notify the client, as they are expecting you.
- Follow the instructions on the bottom of your timesheet on reporting your hours and submitting your timesheet each week. If you have any questions on this procedure, please contact our office. If there is a holiday that affects our payroll process, you will be informed. Please remember: **Reporting your hours to us in a timely manner is YOUR responsibility!**
- Keep signed copies of your timesheets.
- Any time off **MUST** be approved by your supervisor.
- Bear in mind that the client you are working for may have different procedures in place. You will be advised of those when your assignment begins.
- While performing the tasks assigned, work within the parameters the client company gives you. You are not there to make changes to their system. **However, should a client's procedures cause you to violate statutory laws, you must immediately notify Free State Staffing.**

FREE STATE STAFFING SERVICES

Page Two of "Your Responsibilities"

- If you believe you are a victim of sexual harassment or discrimination, please report it to us immediately! See our Harassment Policy for more details.
- In all cases requiring medical treatment, immediately notify your supervisor and have them request medical assistance. Also have your supervisor or coworker notify Free State Staffing immediately at 407-262-0544. Then you must provide details for the completion of the accident investigation report. You will also be required to undergo a blood test and/or urinalysis, as per the paperwork you have signed with the application.
- QUALITY, QUALITY, QUALITY – Your work product should always be your best!
- Do not gossip, criticize or be overly talkative. **Never** discuss your salary with other employees.
- Keep personal phone calls/text messages to an absolute minimum unless the client has a strict NO personal phone call policy, in which case you will adhere to their policy. Please make yourself aware of their policy and adhere to it.
- Never use the client's facilities for personal use such as email, company computers, copy machines, printers, fax machines or long distance calling.
- Keep your work area clean and orderly at all times. Bring any unsafe conditions and practices to the attention of your supervisor.
- Help keep kitchens, lunch rooms, rest rooms and lobby areas clean at all times.
- Please do not overload and clutter your work space with personal possessions. Keep it to a minimum!
- All assignments are in smoke free environments. If you smoke, please do so outside the building in designated smoking areas only as indicated by your supervisor and company policy. You may not smoke outside the building in any areas that have *NO SMOKING* signs posted. If you smoke outside the building, please distinguish and dispose of your cigarette butts in the proper manner. Check with your supervisor on whether smoking breaks are allowed.
- If the client company tells you that the assignment is ending, call Free State Staffing as soon as possible so we can begin finding a new assignment for you.
- Please give us proper notice if you accept a permanent position with another company, so we can replace you on your current assignment.
- If the client company wishes to pursue you for a permanent position, you must inform us at once. We always want what is in your best interest for your career but we do have contracts in place with our clients and must be sure the contract is adhered to.

We hope your placement experience with Free State Staffing is a pleasant one and would be happy to hear ways we can improve our service to you! Call Anytime 407-262-0544!!