



TEMPORARY LABOR SERVICES

COMPANY NAME		PHONE NO.	
DATE	TIME	JOB CODE	TICKET NO.
REPORT TO		WORK COMP CODE	WEEK ENDING
JOB SITE			
DIRECTIONS			

ADVANCE / EQUIPMENT CHECKOUT

- CASH ADVANCES _____
- TRANSPORTATION _____
- GLOVES ABSTRACT _____
- BACKBRACE NEW HIRE _____
- OTHER _____

SIGNED _____

ITEMS RETURNED YES NO

CSR SIGNATURE _____

EMPLOYEE REMINDERS

BY ACCEPTING THIS ASSIGNMENT YOU AGREE TO THE FOLLOWING RULES AND PROCEDURES, AS WELL AS THOSE ON EMPLOYEE APPLICATION

IF YOU DO NOT CALL AND FAIL TO SHOW UP FOR A JOB ASSIGNMENT, "NO CALL NO SHOW" YOU WILL BE TERMINATED. THERE WILL BE NO EXCEPTION, NO SECOND CHANCE.

BE POLITE AND FRIENDLY

BE ON TIME

DO NOT OPERATE ANY EQUIPMENT WITHOUT PRIOR HIRE POINT AUTHORIZATION

ALL TICKETS MUST BE TURNED IN BY MONDAY OF FOLLOWING WEEK

HIRE POINT TERMS OF EMPLOYMENT ARE ON BACK OF JOB TICKET

NO USE OF CELL PHONES OR WALKMAN ON JOB SITE

NO SNEAKERS OR SHORTS; APPROPRIATE WORK CLOTHES ONLY

ALL DAILY TICKETS MUST BE PICKED UP ONE HOUR BEFORE YOU ARE TO START WORK

START TIMES ARE APPROXIMATE. IF YOU ARRIVE AT A JOB SITE AND THERE IS NO SUPERVISOR PRESENT, WAIT 10 MINUTES, THEN CALL HIRE POINT AT **718 401 1270**

EMPLOYEE NAME							
WEEKLY JOB TICKET							
START	FINISH	HRS WORKED TO 1/4 HOUR					
SAT							
SUN							
MON							
TUE							
WED							
THURS							
FRI							
PLEASE USE THIS SECTION FOR WEEKLY JOB ASSIGNMENT ONLY		TOTAL <input style="width: 50px;" type="text"/>					
DAILY JOB TICKET							
EMPLOYEE NAME		HRS WORKED TO 1/4 HOUR					
START:		FINISH: TOTAL <input style="width: 50px;" type="text"/>					
FOUR (4) HOUR MINIMUM (PER PERSON)							
IMPORTANT	DO YOU NEED WORKERS TO RETURN?	DATE					
DO NOT GIVE WORKERS ANY CASH CUSTOMER RETAIN TOP WHITE SIGNED COPY ONLY	<input type="checkbox"/> YES	TIME NEEDED					
	<input type="checkbox"/> NO						
EMPLOYEE PERFORMANCE: PLEASE CHECK ONE							
POOR	<input type="checkbox"/>	AVERAGE	<input type="checkbox"/>	GOOD	<input type="checkbox"/>	EXCELLENT	<input type="checkbox"/>
ADDITIONAL REMARKS: _____							
PRINT NAME AND TITLE							
AUTHORIZED SIGNATURE							
CUSTOMER AGREES TO THE TERMS AND CONDITIONS SET FORTH ON THE REVERSE SIDE HEREOF AND CERTIFIES THAT THE LISTED EMPLOYEE HAS SATISFACTORILY PERFORMED SERVICE FOR THE HOURS SHOWN							

CUSTOMER REMINDERS

PLEASE COMPLETE ALL HOURS AND SIGN AND PRINT NAME. NO CHANGE TO HOURS CAN BE MADE AFTER SUBMISSION

CALL HIRE POINT IMMEDIATELY WITH ANY EMPLOYEE OR SERVICE PROBLEMS

EMPLOYEES ARE NOT TO OPERATE ANY EQUIPMENT WITHOUT PRIOR HIRE POINT CONSENT

REPORT ANY JOB RELATED INJURIES OR ACCIDENTS TO HIRE POINT'S OFFICE IMMEDIATELY

NO HIRE POINT EMPLOYEES ON LADDER / SCAFFOLDING

WEEKEND WORK WILL INCUR A SURCHARGE OF 0.50 PER HOUR

HIRE POINT CAN PROVIDE WORKERS 24/7

DID YOU KNOW THAT HIRE POINT ALSO PROVIDES CLERICAL, ADMINISTRATIVE AND CDL DRIVERS?

SUPERVISED EMPLOYEES ARE PRODUCTIVE EMPLOYEES!