



Employment Application

10500 Abercorn Street
Savannah, Ga. 31419
(912) 712-5005

Job Fair # _____

Please also upload the following documents:

- Valid ID
- SS Card
- Birth Certificate

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list two professional references.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

A1 STAFFING AGENCY, LLC.

DRUG TESTING AUTHORIZATION & CONSENT FORM

I, the undersigned, hereby knowingly and voluntarily authorize and consent to the collection and testing of specimens of my urine by a collection site and laboratory to be designated by [A1 Staffing Agency LLC](#) or its designated agent, Employment Screening Services, Inc., for the purpose of drug testing.

I authorize the collection site, laboratory and medical review officer (MRO) to disclose the results of my drug tests to Employment Screening Services, Inc. and I further authorize Employment Screening Services, Inc. to disclose the results to [A1 Staffing Agency LLC](#).

I acknowledge that the drug test results will be utilized by [A1 Staffing Agency LLC](#) to determine my eligibility for employment or continued employment, therewith.

I acknowledge that at the time of collection, a refusal to authorize the collection and testing of my urine by the collection site and laboratory, or a refusal to authorize the above disclosure of the test results will be treated as a positive drug test. I further acknowledge that a positive drug test will result in disciplinary action up to and including denial of employment or termination, if hired.

In addition, I hereby knowingly and voluntarily release [A1 Staffing Agency LLC](#), Employment Screening Services, Inc., the collection site, the testing laboratory and their respective officers, directors, employees and agents from any and all claims, damages, losses, liabilities, costs and expenses, including attorney fees, arising from or relating to such collection and testing and any disclosure of the results thereof, including without limitation, the disclosure of any inaccurate or incomplete results, to the fullest extent permitted by law.

I further authorize the testing laboratory to disclose the results of my drug screen to [A1 Staffing Agency LLC](#), or its agents, Employment Screening Services, Inc. for a period of time not to exceed two years from the date of my signature below.

I acknowledge that I have the right to receive a copy of this authorization.

I have read and understood the above Authorization & Consent in its entirety, and I agree that a copy of this document is as valid as the original.

Applicant's Signature

Date

Applicant's Printed Name

Street Address

City

State

Zip

Social Security Number: _____

Applicant Home Phone Number (may be necessary for sending documents): _____



Name: _____

Date: _____

A1 STAFFING AGENCY LLC., TERMS OF EMPLOYMENT AND AGREEMENT

1. All shifts are based on the needs of A1 Staffing Agency, LLC’s client and business demands. Although A1 Staffing Agency is dedicated to employing quality staff on a regular basis, there are no guarantees for set days and hours for employment opportunities. A1 Staffing does not guarantee full-time employment for any employee.
2. A pay schedule will be provided upon hire. Employees will receive compensation via direct deposit by mail upon request.
3. **A1 Staffing Agency LLC. reserves the right to make changes to the payday and payroll release time and date at any time. Employees will be notified of these changes when they occur in a timely manner. The salary and hourly payments will be determined by the management of A1 Staffing Agency LLC. After 30 to 90 days, work performance will be assessed for the purpose of pay increase or decrease. Deductions from wages may include, but are not limited to the following:**
 - Fees for uniforms issued by A1 Staffing Agency, LLC
 - Fees included under company fine policies
 - Documented debt, court garnishments, or legal liens
 - Cash shortages while performing cashiering duties
4. Employees for A1 Staffing Agency LLC who work on holidays will be paid a holiday rate determined by A1 Staffing Agency LLC. These rates will be disclosed to the employee before the event. Holidays that qualify for a pay increase are Christmas Eve, Christmas, New Year’s Eve, New Year’s Day, Thanksgiving, Easter, and Independence Day. **This pay is ONLY for employees who work on these holidays.**

Applicant's Signature

Date

ATTENDANCE POLICY- EFFECTIVE IMMEDIATELY

OBJECTIVE

The purpose of this policy is to set forth A1 Staffing Agency LLC's statement of policy and procedures for handling employee absences and instances of tardiness.

GENERAL

Punctual and regular attendance is an essential responsibility of each employee at A1 Staffing Agency LLC. Any tardiness or absences causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of A1 Staffing Agency LLC.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or any other absences from your scheduled work hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the company and minimize unscheduled absences, which can affect the workday.

Tardiness and absences will be documented accordingly. Habitual violators will be written up and it is said that behavior can affect annual review for pay increases and promotion opportunities.

Any employee who fails to report to work without notification to his/her supervisor (NO CALL/NO SHOW) will be considered to have voluntarily terminated his/her employment relationship. A1 Staffing Agency LLC., has a zero-tolerance policy for No Call/No Shows. Employees who violate this policy will NOT BE ELIGIBLE FOR REHIRE under ANY circumstances. The procedural directions to handle call outs and absences are listed below. Additionally, the reprimand for violating each act is also listed.

ABSENCE

"Absences" are defined as the failure of an employee to report for work when the employee is scheduled to work. The two types of absences are defined below:

1. Excused absence occurs when the following conditions are met
 - The employee provides sufficient notice to his/her supervisor. Employees who are not able to fulfill an assigned shift must give a **24-Hour** notice to Management via email or by calling.
 - Absence request **MUST** be approved by Management **ONLY**.
2. Employees should call Management at 912-712-5005 during office hours (9AM-5PM)
3. Employees are allowed to find his/her own shift replacement; however, it **MUST** be approved **ONLY by Management**.

PROGRESSIVE DISCIPLINE FOR UNEXCUSED ABSENCES

NO CALL NO SHOW	AUTOMATIC TERMINATION
FIRST OCCURANCE	1 WEEK DOCUMENTED SUSPENSION
SECOND OCCURANCE	2 WEEKS DOCUMENTED SUSPENSION
THIRD OCCURANCE	AUTOMATIC TERMINATION. NOT ELIGIBLE FOR RE-HIRE

TARDINESS

Tardiness is NOT tolerated. Employees are expected to report to work on time. Employees are expected to arrive at least 15 minutes prior to working scheduled shift. If employees cannot report to work as scheduled, they should notify their supervisor no later than **1 HOUR BEFORE** their scheduled shift. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary. The procedural directions to handle callouts and absences are listed below. Additionally, the reprimanded for violating each act is as listed below:

PROGRESSIVE DISCIPLINE FOR UNEXCUSED TARDINESS

FIRST OCCURANCE	1 WEEK SUSPENSION AND DOCUMENTED WRITTEN WARNING
SECOND OCCURANCE	2 WEEK SUSPENSION
THIRD OCCURANCE	AUTOMATIC TERMINATION. NOT ELIGIBLE FOR RE-HIRE

Employee Name: _____

Employee Signature: _____

Date: _____

A1 STAFFING AGENCY, LLC, PROCEDURES

1. Employees are responsible for damage of any A1 Staffing Agency, LLC's, property, guest, and client(s).
2. Employees who work the cash register are responsible for all cash register shortages.
3. Employees must wait for a period of six months before they are eligible to work with any of the A1 Staffing Agency, LLC's, clients, with the exception of being offered a supervisory/management position. By signing these employment terms and conditions, I, _____ am legally liable for if the terms and conditions of this contract are defaulted or breached by the employee.
4. Employee(s) are liable for replacing items that are taken from any event without authorization of the client and A1 Staffing Agency LLC. Payment for missing items will be deducted from the employee's pay. Deductions will be determined by A1 Staffing Agency LLC, Management. This also includes advances prior to separation that employees did not work for.
5. Employee with vehicles will drive to events at their own risk. Furthermore, if employees are carpooling, the owner and operator of the vehicle is liable for having the appropriate insurance on the vehicle.
6. A1 Staffing Agency, LLC, is not responsible for the damage to any property of any employees. Employees who bring personal property to events will be bringing these items at their **OWN** risk.
7. Employees who do **NOT** immediately notify management of their termination, will receive their final paycheck at the state of Georgia's minimum wage rate and the final check will be mailed to the address that is on file.
8. Overpayment of wages will be determined as an advance for future services. If the employee does **NOT** honor the advance, or refuses employment from A1 Staffing Agency, LLC, for more than one month, the employee will be legally liable for returning all of the funds advanced to them.
9. Employees who are terminated, or willingly separates from A1 Staffing Agency, LLC, is responsible for returning all property of the client(s), and A1 Staffing Agency, LLC. Employee payments will be withheld until policy requirement is satisfied. If the property is not returned to the client(s), and A1 Staffing Agency, LLC, within two weeks from the date of separation, the employee forfeits all earnings owed to them and will remain liable for the unreturned property.
10. All employees must sign in and out accurately on A1 Staffing Agency, LLC's, sign in timesheet. Employees will not be paid if A1 Staffing Agency, LLC, and the client cannot validate a work date and time for any event. Furthermore, inaccurate signing of timesheets could result in a delay of proper payment to the employee. All time sheets must be signed by a supervisor to ensure that all listed hours claimed by the employee are correct.
11. No payments for employees will be released to third parties unless there is a written and verbal consent from the employee. A1 staffing Agency, LLC, is **NOT** responsible for paychecks once they leave the office.
12. Upon termination, all uniforms provided by A1 Staffing Agency LLC, (Unless paid for by the employee) will need to be returned in good condition.
13. All employees are responsible for providing the proper documentation and completing an I-9 form. Failure to complete this process will result in scheduling and payment delays.
14. The proper address must be provided for the purpose of mailing paychecks. A1 Staffing Agency, LLC, is not liable for paychecks lost due to inaccurate mailing addresses provided by the employee.

15. A1 Staffing Agency, LLC, reserves the right to change employee work sites, pay rate, date, and shifts if deemed necessary.
16. Employees MUST refrain from using all electronic devices during events unless on a specified break. This includes cell phones, earpiece, iPods, and any other form of unauthorized electronic devices.
17. Employees MUST be at least 18 years of age to serve alcohol and at least 21 years of age to bartend.
18. Unethical conduct and insubordination will NOT be tolerated. Written reprimands, as well as possible termination will be administered for all incidents of insubordination.
19. Social media posting of clients and events are prohibited.
20. Employees of A1 Staffing Agency, LLC, are prohibited from working for our competitors.
21. Sexual harassment and any other forms of undesirable verbal and physical conduct is prohibited and grounds for immediate termination. **NO EXCEPTIONS!!**

Please be advised that A1 staffing Agency, LLC, does not guarantee full-time employment for any staff members. This is an on-call employment, and we work with clients on a as needed basis.

Print Name

Signature of Employee

Date