



STAFFING & PAYROLL ALTERNATIVE, INC

118 E Dallas Street
Canton, Texas 75103

EMPLOYMENT ACKNOWLEDGMENT

EMPLOYEE NAME (please print) _____

ADDRESS _____ SS # _____

CITY _____ STATE _____ ZIP _____ PHONE _____

IN CASE OF EMERGENCY PLEASE CONTACT:

NAME _____ PHONE _____

RELATIONSHIP _____

I understand that I am a leased employee and that this acknowledgment is not intended to imply a contract for employment.

EMPLOYEE SIGNATURE _____ DATE _____

TO BE COMPLETED BY SUPERVISOR

CLIENT NAME _____

EMPLOYEE # _____ HIRE DATE _____ RATE OF PAY _____

WORK CODE: Full-Time Part-Time Temporary Seasonal Other

DEPARTMENT _____ DIVISION # _____ COMP CLASS CODE _____

JOB TITLE _____

PAY CYCLE weekly bi-weekly semi-monthly monthly

SUPERVISOR/AUTHORIZED SIGNATURE _____ DATE _____

STAFFING & PAYROLL ALTERNATIVE, INC is an EQUAL OPPORTUNITY EMPLOYER
To help us comply with government recordkeeping requirements, we would appreciate your completing the following information. You are not required to provide this information. If you choose not to provide the information, your decision will not affect your application. This data will be kept confidential and will only be used in accordance with applicable state and federal laws and regulations.

DATE OF BIRTH: _____ SEX: M F

VIETNAM VET: Yes No DISABLED: Yes No

ETHNIC CODE: White Black Hispanic
 American Indian, Alaskan Native Asian, Pacific Islander

STAFFING & PAYROLL ALTERNATIVE, INC

118 E Dallas Street
Canton, Texas 75103

**COMPANY STATEMENT REGARDING:
ILLEGAL DRUGS, ALCOHOLIC BEVERAGES, FIREARMS AND WEAPONS**

It is our Company policy to maintain a work environment that is safe for all employees and conducive to attaining high work standards. As part of this policy no illegal drugs, inhalants, related drug paraphernalia, intoxicating beverages, firearms or weapons are allowed on company property, including offices or other work locations of the company, or in company vehicles at any time, or in the vehicles of employees while such vehicles are located on company property (including parking lots, garages, etc.), or while such vehicles are being used in company business by the employee. In addition, no employee shall report to work under the influence of illegal drugs, inhalants and/or intoxicating beverages.

The manufacturing, distribution, dispensation, presence or use of controlled substances in or around Company property which includes any Company vehicles or employees vehicles used in whole or part in the course of an employee's employment by the Company is prohibited. Employees violating this policy will be disciplined, which discipline will include termination, and may be subject to criminal investigation or prosecution. As further precaution, entry into or upon any vehicle, office or other work location of the Company is conditioned upon the Company's right to search the person and personal effects of any entrant for illegal drugs, inhalants, intoxicating beverages, firearms or weapons.

It is the policy of Staffing & Payroll Alternative, Inc to protect the health and safety of our employees by identifying and removing the adverse affects of intoxicating beverages, inhalants and/or drugs on job performance and the work environment in general. Urine, breath, hair, blood and/or saliva testing to determine the use of intoxicating beverages, inhalants, drugs and/or other controlled substances will be conducted under the following circumstances:

Post Accident Drug Screening - at the time of primary medical treatment when an employee sustains an accidental bodily injury or illness arising out of or in the course of employment with Staffing and Payroll Alternative, Inc.

No part of this policy is intended to affect the Company's right to manage its workplace or establish terms and conditions of employment. The Company reserves the right to alter or amend this policy at any time in its sole discretion. Violations of this policy or refusal to submit to search will be cause for disciplinary action up to and including immediate discharge. By your signature, you acknowledge your understanding of this policy and agree to comply with the stated policies and procedures.

Additional alcohol and/or drug testing may occur as authorized by the Staffing & Payroll Alternative, Inc Drug and Alcohol Policy. Refusal to cooperate with or consent to drug and alcohol testing, or positive results on a drug and alcohol screen, may result in disciplinary action up to and including discharge from employment with Staffing & Payroll Alternative, Inc.

I consent to the release of the drug screen authorizing Staffing & Payroll Alternative, Inc. representatives for appropriate review. I release and agree to hold harmless Staffing and Payroll Alternative, Inc and its employees and its agents from liability to include any liability stemming from negligence, to me based on the results of the drug screening.

EMPLOYEE SIGNATURE: _____

DATE: _____

A PROFESSIONAL EMPLOYEE ORGANIZATION
STAFFING & PAYROLL ALTERNATIVE, INC
118 E Dallas Street
Canton, Texas 75103

TELEPHONE: (903) 567-4500
TOLL-FREE (888) 813-8830
FACSIMILE (903) 567-0468
TOLL-FREE FAX (903) 567-2079

EMPLOYMENT AT WILL

In order for all personnel to understand the general policies of Staffing & Payroll Alternative, Inc. (hereafter referred to as SPA) the following outline must be read and agreed to. In the event a policy is not covered, the management of SPA and our Client Company will render a decision and determine what discipline will be required for the particular violations. SPA also reserves the right to alter any policy if it so desires.

DISCIPLINE

The implementation of this policy or procedure should not be construed as preventing, limiting or delaying the company from taking disciplinary action, including immediate discharge in circumstances where the company deems such action appropriate.

Nothing in this policy is intended to alter the "AT WILL" status of each employee's relationship to the company. Either an employee or the company may terminate the employment relationship at any time, with or without prior notice. The company also reserves its right to terminate any employment relationship without resort to the disciplinary procedures set forth below.

Disciplinary action shall be initiated in cases of violation of Company rules and/or standards of behavior. Listed below are some of the rules, regulations or categories of conduct. This list should not be viewed as being all-inclusive or as limiting in any way the Company's right to terminate employment. Types of behavior and conduct that the Company considers inappropriate include but are not limited to the following:

CATEGORY A

1. Theft or other acts of dishonesty
2. Falsification of company records including application for employment
3. Unexcused absences (three or more within any six month period)
4. Insubordination or flagrant disobedience to any member of management
5. Reporting for work under the influence of any intoxicants and/or drugs
6. Using or consuming any intoxicants and/or drugs during work hours
7. Possession of intoxicants and/or drugs on the job
8. Assaulting, intimidating, threatening or coercing any member of management, co-employee, customers
9. Commission of any felony
10. Disclosure of confidential company information without express written consent of the company

EMPLOYMENT AT WILL CONTINUED...

CATEGORY B

1. Careless or ineffective performance of duties
2. Excessive tardiness or absences
3. Smoking in unauthorized areas
4. Violation of safety rules
5. Leaving assigned work areas without permission
6. Soliciting during working hours (this includes working time of either the individual doing the soliciting or the employee being solicited)
7. Failure to follow orders of superiors

CATEGORY C

1. Failure to conform to work schedules
2. Improper use of time during work hours
3. Malicious gossip or attacks on company or property
4. Excessive or unauthorized personal use of telephone

The following lists the various categories and the degree of discipline subsequent to the violation. However, these are guidelines only and the company may initiate discipline, including immediate termination, at any time without notice or advance disciplinary warnings.

CATEGORY	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
A	Discharge and/or Prosecution		
B	Warning	Discharge	
C	Warning	Warning	Discharge

EMPLOYEE SIGNATURE: _____

PRINTED NAME: _____

DATE: _____

Instructions

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9

Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment.

Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen Nationals of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
 2. Record the document title, document number, and expiration date (if any) in Block C; and
 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

LISTS OF ACCEPTABLE DOCUMENTS

LIST A

Documents that Establish Both
Identity and Employment
Eligibility

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Eligibility

	OR	AND
1. U.S. Passport (unexpired or expired)	1. Driver's license or ID card issued by a state or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	1. U.S. Social Security card issued by the Social Security Administration (other than a card stating it is not valid for employment)
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545 or Form DS-1350)
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A, I-688B)	4. Voter's registration card	4. Native American tribal document
	5. U.S. Military card or draft record	5. U.S. Citizen ID Card (Form I-197)
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	7. Unexpired employment authorization document issued by DHS (other than those listed under List A)
9. Driver's license issued by a Canadian government authority		
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

**Individual Characteristics Form
Work Opportunity Tax Credit**

**U.S. Department of Labor
Employment & Training Administration**

OMB No. 1205-0371 Expires: 8/31/09

1. CONTROL NO.
(For Agency Use Only)

Individual Information
(Instructions on the Back)

2. DATE RECEIVED
(For Agency Use Only)

3. EMPLOYER NAME/ADDRESS:

4. EMPLOYER FEDERAL ID NO.

5. EMPLOYMENT START DATE::

Starting Wage:

\$ _____ per hour

POSITION:

6. Have you worked for the above employer before?

Yes _____ No _____

If Yes, enter date and year: _____

7. NAME OF INDIVIDUAL (Last, First, Middle):

8. SOCIAL SECURITY NUMBER:

The above named individual is determined to have the following characteristics for WOTC target group certification:

9. Is your age between 18 but not age 40 or older?

Yes _____ No _____

If YES, indicate your "Date of Birth" below:
Date of Birth: _____

10. Is a veteran and a member of a family that received Food Stamps for a period of at least 3 months in the last 15 months.

Yes _____ No _____

If YES, also complete Box 17.

11. Is a member of a family that received TANF benefits for any 9 months in the last 18 months.

Yes _____ No _____

If YES, also complete Box 17.

12. Is a member of a family that received Food Stamps for the last 6 months.

Yes _____ No _____, or

for at least a 3-month period within the last 5 months, BUT is no longer receiving them.

Yes _____ No _____

If YES to either, also complete Box 17.

13. In the past year, individual has been convicted of a felony or released from prison after a felony conviction.

Yes _____ No _____

If YES, complete below:

Date of Conviction _____

Date of Release _____

14. Lives and plans to continue living in a federal Empowerment Zone, Enterprise Round II or Renewal Community.

Yes _____ No _____

16. Received Supplemental Security Income (SSI) benefits for any month ending within the last 90 days.

Yes _____ No _____

15. Is receiving or has received Rehabilitation Services through a State Rehabilitation Services' program or the Veterans' Administration.

Yes _____ No _____

17. If individual is not a primary recipient of benefits, please provide the following:

Name of Primary Recipient _____

City/State of Benefits _____

18. Is a "ticket holder" under the Ticket to Work Program

Yes _____ No _____

19. The "ticket holder" has an Individual Work Plan (IWP) from an Employment Network (EN).

Yes _____ No _____

20. Is a member of a family that:

• Has received/is receiving TANF payments for at least the last 18 consecutive months; Yes _____ No _____ or

• Has received/is receiving TANF payments for any 18 months starting after August 5, 1997; and the earliest 18-month period beginning after August 5, 1997, and ended within the last 2 years; or Yes _____ No _____ or

• Stopped being eligible for TANF payments within the last 2 years because Federal or state law limited the maximum time those payments could be made, and having a hiring date not more than 2 years after the date of cessation of TANF benefits. Yes _____ No _____

21. SOURCES USED TO DOCUMENT ELIGIBILITY:

Note: I certify that the information is true and correct to the best of my knowledge. I understand that the information above may be subject to verification. The signature of the party completing this form is required below. If applicant is a minor, the parent or guardian should sign this box.

22. SIGNATURE:

23. DATE:

INSTRUCTIONS FOR COMPLETING THE INDIVIDUAL CHARACTERISTICS FORM (ICF), ETA 9061. This form is used together with IRS Form 8850 to help SWAs determine eligibility for the consolidated Work Opportunity Tax Credit Program. The form may be completed by the applicant, the employer or employer representative/consultant, the SWA/DLA or the Participating Agency and signed by the person or agency filling out this form. This form is required to be used, without modification, by all employers and/or their representatives seeking the WOTC.

- Box 1: **Control Number (for agency use only).** The SWA/DLA or participating agency determines the Control Number. It may be a Social Security Number, case number, or other appropriate designation which permits easy filing, identification and retrieval of forms. Enter this number here.
 - Box 2: **Date (for agency use only).** Enter the month, day, and year when the form is received.
 - Box 3: **Employer Name/Address.** Enter the name and address including zip code and telephone number of the employer applying for a WOTC Employer Certification.
 - Box 4: **Employer Federal ID No.** Enter employer's federal taxpayer identification number.
 - Box 5: **Employment-Start Date/Wage/Position or Title.** Enter the employment start date, the starting hourly wage, that the employee will be paid. If not known, enter an estimated wage. Also, enter the job or position title, under which the individual or prospective employee will be performing for this employer.
 - Box 6: **Previous Employment for This Employer.** This requires a YES or NO answer. Enter a check mark (✓) in the corresponding blank. If Yes, enter date and year.
 - Box 7: **Name of Individual.** Enter full name of Individual or prospective employee.
 - Box 8: **Social Security Number.** Enter individual's social security number here.
- Boxes 9 through 20 (Read each box carefully). Enter a check mark (✓) to indicate if your answer is a YES or a NO. Provide additional information where requested for the WOTC target group eligibility.

Box 21. Sources to Document Eligibility. List or describe the documentary* evidence or sources of collateral contacts that are attached to the ICF form or that will be provided. Indicate in parentheses, next to each document listed, whether it is attached or forthcoming. Some examples are provided below. Employers may also obtain a letter from the agency that administers a relevant program, stating that the employee or a member of his/her household meets one of the eligibility requirements.

Examples of Documentary Evidence or Collateral Contacts:

AGE/BIRTHDATE:
(Required for High-Risk Summer Youth & Food Stamp)

- Birth Certificate
- Driver's License
- School I.D. Card*
- Work Permit
- Federal/State/Local Gov't I.D.*
- Hospital Record of Birth

FAMILY INCOME:
(Required for Ex-felon)

- Pay Stubs
- Employer Contacts
- W-2 Forms
- UI Documents
- Public Assistance Records of No. of Months Benefits Were Received.
- Family Members' Statements
- Parole Officer's Name
- Parole Officer's Statements

SSI RECIPIENT:

- SSI Record or Authorization
- SSI Contact
- Evidence of SSI Issuance

EX-FELON STATUS:

- Parole Officer's Name
- Correction Institution Records
- Court Record, Extracts

TANF (IV-A) RECIPIENT:

- TANF Benefit History
- Signed Statement from Authorized Individual w/ Specific Description of Months Benefits Were Received.
- Case Number Identifier

NUMBER IN FAMILY

- Public Assistance
- Social Services Agencies

VETERANS' STATUS:

- DD-214
- Reserve Unit Contacts
- Discharge Papers*

VOCATIONAL REHABILITATION REFERRAL:

- Voc. Rehab. Agency Contact

VOC REHAB (Continued)

- Signed statement from authorized individual w/specific description of months benefits received
- Veterans Administration Records

LONG-TERM FAMILY ASSISTANCE RECIPIENT

- TANF Benefits History
- Signed Statement from authorized individual with specific description of months benefits received
- Case Number Identifier

EMPOWERMENT ZONES/ENTERPRISE/RENEWAL COMMUNITIES:

- Driver's License
- Work Permit
- Utility Bills
- Signed Statement From Authorized Individual w/ Specific Description
- Lease Document
- Voter Registration Card
- Food Stamp Award

EZ/EC/RCs (Continued)

Letter

- Social Security Agency Letter
- Library Card**
- Landlord's Statement
- Letter From Social Service Agencies
- School Records
- Medicaid/Medicare Card
- Property Tax Record
- Public Assistance Record
- Rent Receipts
- School I.D. Card**
- W-4
- Selective Service Registration Card

TICKET HOLDER (Ticket to Work Program)

- SWAs must establish applicant's eligibility by calling MAXIMUS to verify if applicant: 1) is a ticket holder and 2) has and IWP from an Employment Network (EN).

NOTE: This list is not an exhaustive list. For more information, contact your WOTC public State Workforce Agency.

*Where any item of documentation such as a Federal I.D. Card does not contain age or birth date, the SWA/DLA must obtain another documentary source to verify the individual's age.

**Where any item of documentary evidence, such as library card does not contain the holder's address, the SWA/DLA must obtain documentary evidence issued in the jurisdiction where the EZ/EC or RC is located showing the holder's address.

22. Signature. Affix your signature.

23. Date. Enter the month, day and year when the form was completed.

Persons are not required to respond to this collection of information unless it displays a currently valid OMB Control number. Respondent's obligation to reply to these requirements is required to obtain and retain benefits per P.L. 104-184. Public reporting burden for this collection of information is estimated to average .33 minutes per response, including the time for reading instructions, searching existing data sources, gathering and maintaining the data needed; and completing and reviewing the information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Labor, Division of Adult Services, Room C-4514, Washington, D.C. 20210 (Paperwork Reduction Project 1205-0371).

.....
(Cut along dotted line and keep in your files)

TO THE JOB APPLICANT OR EMPLOYEE:

THE INFORMATION AND THE SUPPORTING DOCUMENTATION YOU HAVE PROVIDED IN COMPLETING THIS FORM—OR IN SOME CASES OTHER INFORMATION THAT COULD VERIFY THE RESPONSES YOU HAVE GIVEN TO THE ITEMS/QUESTIONS IN THIS FORM— WILL BE DISCLOSED BY YOUR EMPLOYER TO THE STATE WORKFORCE AGENCY (SWA) [ENTER CORRESPONDING SWA NAME BELOW:

IN ORDER TO QUALIFY FOR A FEDERAL EMPLOYER TAX CREDIT, PROVISION OF THIS INFORMATION IS VOLUNTARY. HOWEVER, THE INFORMATION IS REQUIRED FOR YOUR EMPLOYER TO RECEIVE THE FEDERAL TAX CREDIT. IF THE INFORMATION YOU PROVIDE IS ABOUT A MEMBER OF YOUR FAMILY, YOU SHOULD PROVIDE HIM/HER A COPY OF THIS NOTICE.

A PROFESSIONAL EMPLOYEE ORGANIZATION

STAFFING & PAYROLL ALTERNATIVE, INC

118 E Dallas Street
Canton, Texas 75103

WAGE DEDUCTION AUTHORIZATION AGREEMENT

I understand and agree that my employer, _____ (the Company),
may deduct money from my pay from time to time for reasons that fall into the following categories:

1. my share of the premiums for the Company's group medical/dental plan;
2. any contributions I may make into a retirement or pension plan sponsored, controlled, or managed by the Company;
3. installment payments on loans or wage advances given to me by the Company, and if there is a balance remaining when I leave the Company, the balance of such loans or advances;
4. installment payments on loans based upon store credit that I use for my own personal purchases, including the value of merchandise or services that I purchase or have purchased for personal, non-business reasons using my employee charge account, an account assigned to another employee, or a general company account, regardless of whether such purchase was authorized, and if there is a balance remaining when I leave the Company, the balance of such store credit or charges;
5. if I receive an overpayment of wages for any reason, repayment to the Company of such overpayments (the deduction for such a repayment will equal the entire amount of the overpayment, unless the Company and I agree in writing to a series of smaller deductions in specified amounts);
6. the cost to the Company of personal long-distance calls I may make on Company phones or on Company accounts, of personal faxes sent by me using Company equipment or Company accounts, or of non-work related access to the Internet or other computer networks by me using Company equipment or Company accounts;
7. the cost of repairing or replacing any Company supplies, materials, equipment, money, or other property that I may damage (other than normal wear and tear), lose, fail to return, or take without appropriate authorization from the Company during my employment (except in the case of misappropriation of money by me, I understand that no such deduction will take my pay below minimum wage, or, if I am a salaried exempt employee, reduce my salary below its predetermined amount);
8. the cost of Company uniforms and of cleaning the uniforms;
9. the reasonable cost or fair value, whichever is less, of meals, lodging, and other facilities furnished to me by the Company in connection with my employment;
10. administrative fees in connection with court-ordered garnishments or legally-required wage attachments of my pay, limited in extent to the amount or amounts allowed under applicable laws;
11. if I take paid vacation or sick leave in advance of the date I would normally be entitled to it and I separate from the Company before accruing time to cover such advance leave, the value of such leave taken in advance that is not so covered;
12. the value of any time off for absences to which paid leave is not applied (non-exempt salaried employees will have all such unpaid leave deducted from their salary, while exempt salaried employees will experience salary reductions only in units of a full day at a time, unless partial-day deductions are specifically allowed under federal law); and
13. if my employer pays any insurance premiums or retirement system contributions ("payments") on my behalf that I would normally make under the applicable Company benefit plan, the amount of such payments made by the Company, such payments being an advance of future wages payable to me.
14. (any other items appropriate for your company's situation - go over this with your attorney).

I agree that the Company may deduct money from my pay under the above circumstances, or if any of the above situations occur. I further understand that the Company has stated its intention to abide by all applicable federal and Texas wage and hour laws and that if I believe that any such law has not been followed, I have the right to file a wage claim with appropriate Texas and federal agencies.

EMPLOYEE SIGNATURE

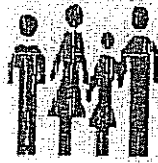
DATE

PRINTED NAME

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STAFFING & PAYROLL ALTERNATIVE, INC

118 E Dallas Street
Canton, Texas 75103



**ACKNOWLEDGEMENT OF NOTICE AND RECEIPT
THE ADR PROGRAM
BOOKLET AND INFORMATION**

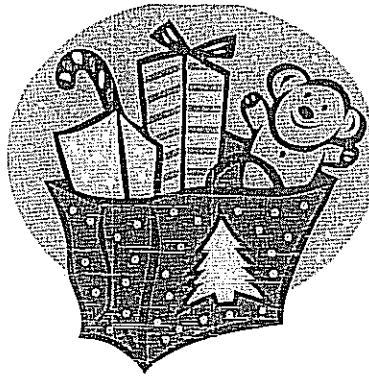
I acknowledge receiving the notice that THE ADR PROGRAM covers me.

I have also received a copy of THE ADR PROGRAM booklet containing a description of the Company Policy regarding the application of THE ADR PROGRAM to both the Company and myself. I also acknowledge receiving a copy of the Arbitration Agreement and Rules contained in THE ADR PROGRAM booklet and understand that THE ADR PROGRAM, Company Policy, Arbitration Agreement and Rules apply to me should I chose to voluntarily accept employment or continue my current employment subsequent to receiving this notice and personal copy of THE ADR PROGRAM booklet.

DATE

APPLICANT/EMPLOYEE SIGNATURE

PRINTED NAME



Christmas Savings Club Deduction Form

Employee Name: _____

Social Security #: _____

Client Name: _____

I authorize SPA to deduct \$ _____ per pay period.

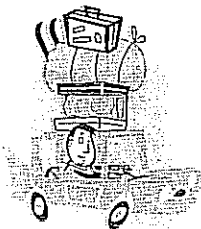
- ◆ 48 hour notification required for Christmas club withdrawal before dispersal date.
- ◆ 48-hour required for address change.
- ◆ All early withdrawals requests must be submitted by proper withdrawal form.
- ◆ There will be a \$5.00 penalty for early withdrawal.
- ◆ Terminated employees will receive Christmas club only upon request after termination. If SPA does NOT receive such request, the terminated employees will receive funds when ALL dispersals are processed in November.
- ◆ Deductions will begin JANUARY 1st each year and require a new deduction form EACH year for renewal.

Employee Signature: _____

Date: _____

Staffing & Payroll Alternative, Inc
118 E Dallas St
Canton, TX 75103
Phone: 903-567-4500
Fax: 903-567-0468





Summer Vacation



Savings Club Deduction Form

Employee Name: _____

Social Security#: _____

Client Name: _____

I authorize SPA to deduct \$ _____ per pay period out of my check.

- ❖ Three **FREE** withdrawals a year, after that a \$5.00 fee for each one.
- ❖ 48 hour notification **required** to process Vacation Club dispersal.
- ❖ Withdrawal Requests must be on proper withdrawal form.
- ❖ Terminated employees **WILL** receive their Vacation Club Money upon processing of termination forms and the check will be mailed to the address that is in our system so **make sure** it is correct.
- ❖ **UNLIKE** the Christmas Club Account, the Vacation Club Account **will rollover** every year and there is no need to fill out a new withdrawal form unless you want to change the amount.

Employee Signature: _____

Date: _____

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APPLICATION ADDENDUM FOR EMPLOYMENT REQUIRING DRIVING

COMPANY _____

ADDRESS _____

NAME _____ PHONE: (_____) _____
 First Middle Last

DRIVER LICENSES: (list all licenses held in past 3 years and indicate those that are current)

<u>STATE</u>	<u>LICENSE NUMBER</u>	<u>CLASS</u>	<u>ENDORSEMENT(S)</u>	<u>EXPIRATION</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Have you ever been denied, or had revoked or suspended any license, permit, or privilege to operate a motor vehicle? Yes _____ No _____

If you answered YES to the above questions, give details: (if additional space is needed, attach sheet)

TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 3 YEARS: (Other than parking)

<u>LOCATION</u> <u>(CITY & STATE)</u>	<u>DATE</u>	<u>CHARGE</u>	<u>PENALTY</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

DRIVING EXPERIENCE:

<u>CLASS OF EQUIPMENT</u>	<u>DATES</u> <u>FROM</u> <u>TO</u>	<u>APROX. NO. OF TOTAL MILES</u>
Automobile _____	_____	_____
Van/Pickup _____	_____	_____
Truck/Tractor _____	_____	_____
Bus _____	_____	_____
Other (Specify) _____	_____	_____

ACCIDENT RECORD FOR PAST 3 YEARS: (if additional space is needed, attach sheet)

<u>DATE</u>	<u>LOCATION</u>	<u>NATURE OF ACCIDENT</u>	<u>FATALITIES</u>	<u>INJURIES</u>

GENERAL:

Have you ever been convicted of a felony? Yes _____ No _____

Have you ever been refused bond Yes _____ No _____

If you answered YES to either question, give details: (if additional space is needed, attach sheet)

LIST SPECIAL TRAINING RELATED TO TRANSPORTATION:

(If additional space is needed, attach sheet)

TO BE READ AND SIGNED BY APPLICANT:

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge. I understand that, if hired, any misrepresentation of information in this application is cause for immediate dismissal. I authorize (*INSERT COMPANY NAME HERE*) to investigate my background to ascertain all information of concern to my employment history, whether same is of record or not, and release those providing such information from all liability for any damages resulting from furnishing this information. Further, I understand that I may be asked to demonstrate my ability to perform the essential functions necessary to complete the job and, if offered the job, that it may be conditioned on results of a physical examination, and controlled substances and alcohol misuse test.

DATE _____ APPLICANT'S SIGNATURE _____

REQUEST FOR DOT DRUG AND ALCOHOL TESTING INFORMATION FROM PREVIOUS EMPLOYER

PLEASE RETURN TO:

COMPANY: _____

ADDRESS: _____

CITY, ST. ZIP: _____

ATTENTION: _____ PHONE: _____
(Name of individual requesting information)

APPLICANT NAME: _____

SSN: _____

Pursuant to Federal Regulation 49 CFR part 40.25, please furnish the requested information.

I hereby authorize _____
(Previous employer's name)
to release the alcohol and controlled substances testing information listed below to the above named company.

SIGNED: _____ DATE: _____
(Signature of employee)

WITNESS: _____ DATE: _____

Previous employer must supply the following information regarding the above named individual during the past two years while employed to perform DOT covered safety sensitive functions:

	<u>YES</u>	<u>NO</u>
1. Alcohol tests with a result of 0.04 or higher alcohol concentration?	()	()
2. Verified positive drug tests?	()	()
3. Refusals to be tested (including verified adulterated or substituted drug test results)?	()	()
4. Other violations of DOT agency drug and alcohol testing regulations?	()	()
5. Did a previous employer report a drug or alcohol rule violation to you?	()	()
6. If the answer is "yes" to any of the above items, did the employee complete the return-to-duty process?	()	()

SIGNED: _____ DATE: _____
(Signature of individual supplying information)

If the answer to item #5 is "yes", then you must provide the previous employer's report even though it may be outside the two year time period. If you answered "yes" to item #6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing records, etc.). If you referred the individual to a Substance Abuse Professional please supply the following information.

NAME: _____

ADDRESS: _____

CITY, ST. ZIP: _____ PHONE: _____

REQUEST FOR DOT DRUG AND ALCOHOL TESTING INFORMATION FROM PREVIOUS EMPLOYER

EFFECTIVE AUGUST 1, 2001, 49 CFR part 40, U.S. Department of Transportation, Procedures for Transportation Workplace Drug and Alcohol Testing Programs requires employers to do a background check of all new employees hired (or current employees transferred) to perform safety sensitive covered functions.

§40.25 Must an employer check on the drug and alcohol testing record of employees it is intending to use to perform safety-sensitive duties?

(a) Yes, as an employer, you must, after obtaining an employee's written consent, request the information about the employee listed in paragraph (b) of this section. This requirement applies only to employees seeking to begin performing safety-sensitive duties for you for the first time (i.e., a new hire, an employee transfers into a safety-sensitive position). If the employee refuses to provide this written consent, you must not permit the employee to perform safety-sensitive functions.

(b) You must request the information listed in this paragraph (b) from DOT-regulated employers who have employed the employee during any period during the two years before the date of the employee's application or transfer:

- (1) Alcohol tests with a result of 0.04 or higher alcohol concentration;
- (2) Verified positive drug tests;
- (3) Refusals to be tested (including verified adulterated or substituted drug test results);
- (4) Other violations of DOT agency drug and alcohol testing regulations; and
- (5) With respect to any employee who violated a DOT drug and alcohol regulation, documentation of the employee's successful completion of DOT return-to-duty requirements (including follow-up tests). If the previous employer does not have information about the return-to-duty process (e.g., an employer who did not hire an employee who tested positive on a pre-employment test), you must seek to obtain this information from the employee.

(c) The information obtained from a previous employer includes any drug or alcohol test information obtained from previous employers under this section or other applicable DOT agency regulations.

(d) If feasible, you must obtain and review this information before the employee first performs safety-sensitive functions. If this is not feasible, you must obtain and review the information as soon as possible. However, you must not permit the employee to perform safety-sensitive functions after 30 days from the date on which the employee first performed safety-sensitive functions, unless you have obtained or made and documented a good faith effort to obtain this information.

(e) If you obtain information that the employee has violated a DOT agency drug and alcohol regulation, you must not use the employee to perform safety-sensitive functions unless you also obtain information that the employee has subsequently complied with the return-to-duty requirements of Subpart O of this part and DOT agency drug and alcohol regulations.

(f) You must provide to each of the employers from whom you request information under paragraph (b) of this section written consent for the release of the information cited in paragraph (a) of this section.

(g) The release of information under this section must be in any written form (e.g., fax, e-mail, letter) that ensures confidentiality. As the previous employer, you must maintain a written record of the information released, including the date, the party to whom it was released, and a summary of the information provided.

(h) If you are an employer from whom information is requested under paragraph (b) of this section, you must, after reviewing the employee's specific, written consent, immediately release the requested information to the employer making the inquiry.

(i) As the employer requesting the information required under this section, you must maintain a written, confidential record of the information you obtain or of the good faith efforts you made to obtain the information. You must retain this information for three years from the date of the employee's first performance of safety-sensitive duties for you.

(j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or a refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process (see paragraphs (b)(5) and (e) of this section).