



INDUSTRIAL FIELD LABOR

6265 Sepulveda Blvd., Suite 15 Van Nuys, California 91411 Tel 818.901.2000 Fax 818.901.2005

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/D TEMPORARY EMPLOYMENT APPLICATION

PLEASE PRINT

DATE: _____

NAME: _____
Last First Middle

Present Address: _____

City: _____ Zip code: _____

Permanent address: _____

City: _____ Zip code: _____

Phone# Day: _____ Eve: _____ Pager/Cell: _____

Are you 18 years of age or older ? Yes: _____ No: _____

Social Security Number:

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In case of emergency notify: _____ Phone: _____

Position applied for : _____

If hired do you have a reliable means of transportation to and from work? Yes _____ No _____

If hired, can you present evidence of your U.S.Citizenship or proof of legal right to live and work in the U.S. ? Yes _____ No _____

Do you have any health problems? Yes _____ No _____

Note: No applicant will be denied employment solely on the grounds of health problems his or her job duties will be modified when placing them to work

Have you been under alternative health care? (If so, please list who) _____

Do you authorize Industrial Field Labor to conduct a background check; drug testing and physical check up thru IFL designated clinic, lab and physicians? Yes _____
No _____

Have you ever been convicted of a criminal offence (felony or serious misdemeanor)?

Yes _____ No _____ If yes, state nature of the crime(s), when and where convicted and disposition of the case:

Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offence. The relevance of the offence to the position(s) applied for may be considered.

Education: Please give name and address of school and indicate if graduated.

High School _____ Graduate: Yes _____ No _____

Work Experience: Mention in years or months

- | | | |
|-----------------------------|----------------------------|------------------------|
| Asphalt/Paving _____ | Fencing _____ | Machine Oper _____ |
| Assembly/Packing _____ | Firefighting _____ | Machine Repair _____ |
| Auto Mechanics _____ | Flagging _____ | Machine Shop _____ |
| Bottling Plant _____ | Food Prep _____ | Manufacturing _____ |
| Carpentry _____ | Food Process _____ | Masonry _____ |
| Carpet Installer _____ | Forklift Oper ___ Cert ___ | Painting _____ |
| Cement Work _____ | Farming _____ | Pipe Fitting _____ |
| Clerical _____ | Furniture Moving _____ | Plumbing _____ |
| Comm. Driving ___ Class ___ | HazMat Cleanup _____ | Printing Shop _____ |
| Construction _____ | Heavy Equip. Oper _____ | Refinery _____ |
| Drywall _____ | Housekeeping _____ | Restaurant _____ |
| Electrical Wiring _____ | HVAC _____ | Ship/Rec _____ |
| Electronic Assembly _____ | Inventory _____ | Warehouse _____ |
| Engine Repair _____ | Laborer _____ | Welding ___ Cert _____ |
| | Landscaping _____ | |

Do you have the necessary tools for your trade? Yes _____ No _____

PRESENT/FORMER EMPLOYERS

List below all present and past employment starting with the most recent employer: (last 5 years is sufficient).

Name of Employer _____
Address _____
Dates of employment: From _____ To _____
Type/business & job you held _____
Your supervisors name & phone # _____

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Your supervisors name & phone # _____

List three persons not related to you who know about your work performance

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

PLEASE READ CAREFULLY, INITIAL EACH PARAGRAPH AND SIGN BELOW

_____ I hereby certify that I have not knowingly withheld any information that may adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

_____ I hereby authorize **Industrial Field Labor** to thoroughly investigate my work record, references, education and other matters related to my suitability for employment. And, further authorize the references and supervisor's I have listed to disclose to **Industrial Field Labor** any and all letters, reports and other information related to my work records, without giving prior notice of such disclosure. In addition, I hereby release **Industrial Field Labor**, my present and former employer's and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

_____ I hereby agree to submit to binding arbitration all disputes and claims arising out of the submission of this application. I further agree, in the event that I am hired by **Industrial Field Labor**, that all disputes that cannot be resolved by informal internal resolution which might arise out of my employment with the company, whether during or after that employment, will be submitted to a neutral arbitrator. I understand that if I do file a lawsuit regarding a dispute arising out of or relating to my application or candidacy for employment, employment or cessation of employment **Industrial Field Labor** may use this agreement in support of its request to the court to dismiss this lawsuit and require me instead to use arbitration.

_____ I understand that nothing contained in this application, or conveyed during any interview, or that may occur during my employment with **Industrial Field Labor**, is intended to create an employment agreement between the company and me. I understand that my employment is temporary and is AT WILL, meaning that either the company or I may terminate the employment relationship at any time, with or without cause or reason.

Date _____ Applicant's Signature _____

CONSENT TO DRUG & ALCHOL TESTING IN THE EVENT OF WORK RELATED INQUIRY OR ILLNESS

I understand that, as part of its regular employment policy, **INDUSTIRAL FIELD LABOR** requires any employee who suffers a work-related injury or illness to be tested for the presence of drug and/or alcohol. This testing is to be done at the location where initial treatment for the injury/illness is provided, and is to be conducted in accordance with acceptable medical procedures. I understand that if I refuse to submit to testing it will be considered as a refusal to comply with a reasonable request by my employer and will be cause for dismissal. I further agree to hold

harmless **INDUSTRIAL FIELD LABOR**, its principles, agents, and clients for any and all consequences arising from my testing positive for the use and/or influences of drugs or alcohol at the time of my injury or illness.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

EMPLOYEE SIGNATURE

DATE

YOUR MUST READ AND SIGN THE FOLLOWING CONDITIONS AND CERTIFICATIONS.

In consideration of my employment, I agree to confirm to the rules and regulations of **INDUSTRIAL FIELD LABOR**, and I understand that **INDUSTRIAL FIELD LABOR**, or I with or without any notice for any reason may terminate my employment at any time. I understand that no General Manager, Assistant Manager or any other employee or representative of **INDUSTRIAL FIELD LABOR** has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to any of the foregoing.

CONFIDENTIALITY STATEMENT: Employees and former employees are prohibited from releasing to any other party any information whatsoever about **INDUSTRIAL FIELD LABOR** which is of a confidential nature or which could be redeemed to constitute a “ trade secret”. Employees or former employees are further prohibited from using, in any manner whatsoever, information which is confidential, proprietary, or privileged, whether for their personal benefit or gain, or for that of any other person. Any information, which has not been disclosed publicly in writing, should be treated as confidential and proprietary.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

EMPLOYEE SIGNATURE

DATE

“WORK AVAILABILITY “UNDERSTANDING”

I understand that in order to work, I must make myself available by phone or in person and sign in so that the dispatcher knows that I am available. I understand that **INDUSTRIAL FIELD LABOR** is not required to call me or attempt to contact me in any way to make work available.

If I do not make myself available for work, then **INDUSTRIAL FIELD LABOR** can assume that I am not available for work. If I have a **REPEAT TICKET** (defines as a request to return to the same job at a later date) and I do not report for work within one (1) hour before the stated start time, **INDUSTRIAL FIELD LABOR** can assume that I am not available for work. I understand that I must make myself available to be considered available and eligible for work.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS.

EMPLOYEE SINGATURE

DATE

**INDUSTRIAL FIELD LABOR
SAFETY MEASURES AND EMPLOYEE ACKNOWLEDGEMENT FORM**

To assist in providing a safe and healthful work environment, **INDUSTRIAL FIELD LABOR** (IFL) has established an inquiry and illness prevention program. The program is a top priority for **INDUSTRIAL FIELD LABOR**. However it’s success and employee’s safety depends on the alertness and personnel commitment of all employees. Each employee is expected to obey safety rules and exercise caution in all work activities.

Study the following rules and put them in use of your daily work habits.

- 1. Report all accidents, which you are involved to your supervisor immediately.
- 2. If you witness an accident to a fellow employee, report it to your supervisor immediately.
- 3. Suggest ways and means to improve safety measures.

4. Do not remove or tamper with guards or safety devices on machines.
5. You are required to maintain good housekeeping in your own work area and other work areas. Loose materials, tools and/or equipment should not be left in aisles or piled in an unsafe manner.
6. Report to your supervisor any waste materials, grease, or spilled liquids on the floor and place a guard or barrier over the spot until the hazard can be removed.
7. Find out the safe way to do heavy lifting if your job requests it. Lift your legs, with your back in proper position.
8. When lifting merchandise that is bulky as well as heavy, be sure to get help.
9. Safety shoes, eye protection or any safety equipment provided by the Company must be worn at all times when you are working in an area requiring such protection.
10. Only personnel authorized by the supervisor responsible for the equipment will operate equipment.
11. Do not wear jewelry or loose lifting clothing when operating machines.
12. High-pressure airlines are not to be used for cleaning hair, clothes or any parts of your body or in horseplay.
13. All danger and warning signs must be observed.
14. Defective tools, machinery or electrical equipment must be reported at once to your supervisor. Only designated personnel may make repairs on equipment.
15. Horseplay is strictly prohibited in and around company facilities.

SAFETY SHOE PROGRAM: if you are assigned to a job that requires safety shoes, (and you have none); **Industrial Field Labor** has a Safety Shoe Program. Please ask to see the Branch Office Manager and explain the program to you.

EYE GLASSES: If you are required to work in an area where safety eyeglasses must be worn, **Industrial Field Labor** will provide you standard eye ware at no cost.

SAFETY GLOVES: If you are required to work with gloves, IFL will provide you with a pair at a minimal cost.

SMOKING: Absolutely prohibited; Consumption is strictly prohibited in the work place, Employees should not report to work under any kind of influence. Ground for immediate termination.

GUNS/FIRE ARMS/KNIVES: Absolutely prohibited, these items are strictly prohibited in the work place. Grounds for immediate termination.

A copy of these Safety Rules and others has been issued to me as a pocket guide (Code of Safe Practices). I promise to read the contents and ask for an explanation of any parts that I do not understand. The employee "Code of Safe Practices" has important information and I understand that I should consult the personnel department regarding any questions not answered in the "Code of Safe Practices".

Since the information here are necessarily subject to change, I acknowledge that revisions to this safety sheet and "Code of Safe Practices" may occur. All such changes will be communicated through official notices, and I understand that revised information supersede, modify, or climate existing safety procedures. Only the General Manager of the Corporate Office may revise or modify any changes to the safety procedures of **Industrial Field Labor**.

I here by acknowledge that I have received this safety sheet, and I understand that it is my responsibility to read and comply with the rules and safety procedures and any revisions made for it.

Employee Signature

Date

INDUSTRIAL FIELD LABOR HOUSE RULES

PLEASE READ

1. If you accept a job, make sure you know the pay. Complaining to the client about the pay could result in you being terminated.
2. You are expected to work as long as the client needs you. Do not ask to leave early or tell the client that you have to leave to get paid. If you have a prior commitment and can't work past a certain time, tell the dispatcher right way.
3. Never argue with a client or cause any problems on the job site. If you are mistreated or asked to do anything dangerous or unsafe, tell the client you must call the office. Find a phone and call immediately.
4. If you get lost or cannot find the jobsite, stop and call the office. Do not return to the office or drive around.

5. If you are asked to come back the next day, you must report to the office one half hour prior to your starting time. If you are not able to return, call the office as soon as possible if you do not show up for a repeat job and you do not call in, this may be grounds for termination.
6. If you have a work ticket and other people are listed on it, bring it back immediately after work. Do not make people on the ticket wait to be paid.
7. If you have a problem with the client, contact **Industrial Field Labor** and we will resolve it, do not handle it yourself.

REMEMEBER YOU ARE AN EMPLOYEE OF INDUSTRIAL FIELD LABOR, YOU ARE NOT THE CLIENT'S EMPLOYEE

If you have any questions about any of these rules, ask about them now. Accepting the job means accepting the rules.

I have read understand the House Rules and Policies of Industrial Field Labor, I understand that violating any rules could result in immediate termination.

SIGNED _____ DATE _____

We promote hiring and any of our clients can hire you. They are all notified of this as soon as they open an account with us. If you do a good job, your work will sell itself. Work safely and well.

We use comments from our clients to rate your overall performance, attitude and knowledge. Do a good job and we will be able to place you anywhere.

CODE OF SAFE PRACTICES

1. All persons shall follow these practices rules, render every possible aid to safe operations and report all unsafe conditions or practices to managers or supervisors.
2. Managers and supervisors shall insist on employees observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such actions as is necessary to obtain observance.
3. All employees shall be given frequent injury and illness prevention instruction.
4. Anyone known to be under the influence of drugs or intoxicating substances which impairs the employee's ability to safety perform the assigned duties shall not be allowed on the job while in that condition.
5. Running, jumping, horseplay, scuffling and other acts which tend to have an adverse influence on the safety or well being of the employee shall be prohibited.

6. Work shall be well planned and supervised to prevent injuries in handling of materials and in working together with equipment.
7. Employees shall be instructed to ensure that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to the manager or supervisor.
8. Employees shall not enter underground vaults, chambers, tanks, manholes, silos, or other places that receive little ventilation, unless it has been determined that it is safe to enter.
9. Employees shall not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received instructions from their supervisor or manager.
10. When lifting heavy objects, the large muscles of the leg instead of the smaller muscles of the back shall be used.
11. Inappropriate footwear or shoes with thin or badly worn soles shall not be worn
12. All injuries shall be reported promptly to the supervisor or manager so that arrangements can be made for medical or first aid treatment.

Special Note: Non-Compliance with these regulations will result in disciplinary action.