

APPLICANT INFORMATION

Legal Name: _____
Last First Middle Initial

Home Address: _____
Street Name Apartment/Unit #

_____ City Province Postal Code

Cell Phone: _____ Email: _____

Home Phone: _____ SIN#: _____ Date of Birth: _____
Mandatory Mandatory

Gender: Male Female Preferred Name: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

How did you hear about EMBERS? _____

JOB RELATED INFORMATION

Are you experienced and have a valid certificate in any of the following?

Traffic Control Person (TCP)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Hoist Operator	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Construction Safety Officer (CSO)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Occupational First Aid 2 or 3 (OFA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Fall Protection	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____
Carpentry (<i>certificate not needed</i>)	Yes <input type="checkbox"/> No <input type="checkbox"/>	Expiry Date: _____

Please fill in all other experience and skills on the reverse side

GENERAL INFORMATION

Are you currently on disability?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own steel toe boots?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have an aboriginal status?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own hard hat?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a driver's license?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you have your own safety vest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have your own vehicle?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

CRIMINAL BACKGROUND AND MEDICAL INFORMATION

Do you have a criminal record for which you have not received a pardon?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently on probation or parole?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do the requirements of your probation/parole have any impact on where or when you work?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you currently taking any medications?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there any medical issues that can affect your ability to work?	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, please be specific: _____

CODE OF CONDUCT

ATTENDANCE: Staff is expected to be on time for job placements. If you will be late or unable to attend your shift, you must contact EMBERS and your work supervisor with as much notice as possible. It is not permissible to leave a job site during a shift without prior approval from EMBERS and/or the site supervisor. Failure to contact EMBERS with a sufficient reason and notice will result in an immediate re-evaluation of your employment with EMBERS.

REPEAT JOBS: If you're asked back to a job site by the supervisor, it's required that you contact EMBERS after your shift, or first thing the next day, to let us know if you are able to attend. If you can't phone us, please come into the office. It is your responsibility to contact the EMBERS office with any change in your availability, when assigned to a job.

TIMESHEETS: It is the responsibility of each employee to provide a completed and signed (by the client) timesheet to EMBERS by 6pm on Tuesday, for work completed the previous week. EMBERS will not be able to pay any workers out, if we do not receive the worker's completed and signed timesheets. Please make sure the submitted timesheets are eligible and contain the correct information on them. Our work week is from Sunday to Saturday and payday is on Friday.

PROFESSIONAL BEHAVIOUR: EMBERS employees are expected to reflect a professional image at all times. Employees must be courteous with their co-workers and site supervisors, and must act appropriately on all job sites. At no time while on a job site, should you ask a co-worker or site supervisor to lend you money. We are a clean and sober environment only.

EQUIPMENT LOAN: All equipment or tools borrowed must be returned after your job assignment is completed, or by the end of the week. If not returned, the cost to replace the equipment will be deducted from your subsequent pay cheque.

HIRING OF EMBERS EMPLOYEES: For an EMBERS employee to become eligible to be hired by a client, they must first work for 480 hours (3 months) with that client. After this, the client is free to hire the employee directly. EMBERS must be informed of any hiring that takes place or of any offers of employment given.

WORKPLACE VIOLENCE AND HARASSMENT POLICY

Embers has developed policies and procedures to address the requirements of the legislation regarding workplace violence and harassment and has posted our policy in our office.

Here is what we want you to know:

- Workplace violence includes a threat, an attempt, or an exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury.
- Workplace harassment means engaging in a course of vexatious comment or conduct against a worker that is known or ought reasonably to be known to be unwelcome.
- Workplace harassment may include bullying, intimidating or offensive jokes or innuendos, displaying or circulating offensive pictures or materials, or offensive or intimidating phone calls.
- If you feel unsafe at your job placement or feel you may be a victim of workplace violence or harassment, notify your job site supervisor and Embers immediately.
- If you are a victim of workplace violence you need to get yourself to a safe location and report this to your job site supervisor and Embers immediately.
- You can report incidents of violence or harassment directly to your job site supervisor, Embers staff or management.
- You are not to engage in any workplace violence or harassment.
- If you feel threatened while at work you need to report it to both your job site supervisor and Embers immediately.

I acknowledge I have read, understand and will abide by the above.

Employee Name: _____

Signature: _____ Date: _____