

Personal information refers to any details that identify a candidate as an individual, encompassing, but not limited to, contact information, resume, data acquired through reference and background checks, educational records, reference letters, and skill testing results. I hereby provide consent for the collection of my personal information, as requested by Career Nexus Staffing and Recruiting, acknowledging that this information will be strictly utilized to facilitate my search for suitable employment opportunities.

Furthermore, I grant consent for the disclosure of said personal information to:

1. Clients of Career Nexus Staffing and Recruiting, in cases where the client may offer me suitable employment.
2. Career Nexus representatives, including affiliates, partners, and contractors, assisting in providing comprehensive staffing services.
3. Any party or agency requiring information crucial for making an employment decision.
4. Any party or agency mandated by law to collect information.

I also authorize the retention of my personal information by Career Nexus for the duration during which I am utilizing the company's placement services. In the event that I wish to revoke my consent for the use, disclosure, and retention of my personal information, I understand that it is my responsibility to notify Career Nexus in writing. Upon such notification, Career Nexus will inform me of the potential impact on the services provided to me and the process involved in effecting such withdrawal.

CERTIFICATE AND RELEASE

I acknowledge that this application remains valid for a period of 120 days (4 months) from the date of my signature. For continued consideration beyond this period, I understand the necessity to renew my application in person. I am aware that any misrepresentations or omissions may serve as reasonable grounds for rejection or, if employed, subsequent dismissal. By signing this, I grant authorization to any current or former employer, school, individual, entity, credit agency, or government agency to respond to all inquiries and release information within their knowledge or records. I agree to absolve and hold them harmless from any liability for the release of accurate information within their knowledge or records. This employment application does not constitute a contract of employment. In the event of employment with the Company, both the company and I reserve the right to terminate the employment relationship at any time, with or without cause, notice, and without liability for wages, salary, or other compensation, except for amounts earned through the termination date. This provision remains unalterable except through a written employment agreement signed by both me and an authorized Company representative. Upon acceptance of employment or during employment with any Company, I commit to promptly contacting my branch office. After completing each assignment, I agree to notify my branch office, understanding that a failure to do so may be construed as voluntary resignation without cause, potentially impacting eligibility for unemployment benefits. I also affirm that if hired by the Company and assigned to work at one of the Company's clients, I shall not, without prior written consent from the Company, transfer to another staffing service and accept an assignment with the same client within 30 days from the date of the final week worked for the client.

PERSONAL INFORMATION

Are you legally eligible to work in Canada? ☐ YES ☐ NO

Have you ever been convicted of a criminal offense for which a pardon has not been granted? ☐ YES ☐ NO

Are you between the ages of 18 and 65? ☐ YES ☐ NO

I affirm that I have thoroughly read the above and am submitting this application and information with full awareness of these requirements. I certify that this information is true and accurate to the best of my knowledge.

Applicant's Signature

Date

Applicant Name: _____

Address Line 1: _____

Address Line 2: _____

City: _____ Postal Code: _____ Province: _____

Email Address: _____

Highest Education Level: _____

Home Phone: _____ Alternate Phone: _____ Emergency Contact Name: _____

Emergency Phone: _____ Relation: _____

EMPLOYMENT EQUITY

For the purposes of Employment Equity, I am voluntarily declaring that I am a member of one or more of the following groups:

Woman _____ Person with a disability _____

Aboriginal _____ Visible Minority _____

CANDIDATE INFORMATION CONSENT

I, _____, acknowledge and agree that by signing and checking off the box below, I provide my consent for Career Nexus Staffing & Recruiting Corp. to forward my resume with contact information to prospective employers.

X _____

HOLIDAY PAY

I acknowledge and agree that the method by which vacation pay is disbursed to temporary employees of Career Nexus Staffing and Recruiting is 4% of gross earnings, paid out with each pay cheque.

Employee's Initial _____

ELIGIBILITY FOR GENERAL HOLIDAY PAY

All employees are eligible for holiday pay unless:

- They are absent from work on a general holiday that is typically a regular workday, and they are expected to
- They are absent from work without permission on their last scheduled workday before the holiday or their first scheduled workday after the holiday.
- Employment is terminated before the holiday.

Nationally recognized statutory holidays include: New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day. To determine which holidays are compensated by province, please confirm with your local Employment Standards branch. Statutory holiday pay is calculated at 5% of the last four weeks of gross earnings.

How did you hear about Career Nexus?

☐ Indeed ☐ Website ☐ Social Media

☐ Referral ☐ Google ☐ Other

If other, where? _____ Referred by: _____

PROCEDURES STRICTLY ENFORCED BY CAREER NEXUS

Safety:

1. Operate only equipment for which you have received proper training.
2. Use equipment only after receiving safety instructions and emergency procedures training.
3. SAFETY IS OUR FIRST PRIORITY. If uncertain about the correct procedure, cease operations, consult your assignment supervisor, and proceed only after obtaining accurate information. Immediately report any accidents to your assignment supervisor(s) and CAREER NEXUS Operations Staff.
4. Maintain a safe work environment. Running, horseplay, or loud, boisterous conduct will not be tolerated.
5. Alcohol and/or drug use is strictly prohibited before or during work hours, including legal substances such as marijuana.
6. Always follow safe lifting procedures. Report to CAREER NEXUS Operation Staff if lifting anything over 50 lbs without assistance.
7. Familiarize yourself with fire and emergency procedures, as well as specific W.H.M.I.S. guidelines.
8. Use necessary safety equipment, such as ear protection, safety glasses, gloves, etc. If unavailable, promptly notify CAREER NEXUS Staff.

OTHER POLICIES

- Career Nexus prioritizes the emotional well-being of both staff and client staff. In the event of harassment or sexual harassment on-site, please promptly contact your recruiter. It is essential to note that Career Nexus strictly prohibits harassment and sexual harassment by its employees. If reported and confirmed, engagement in such behavior will result in immediate dismissal with cause from your position, rendering you ineligible for unemployment benefits. _____ (Initial)
- All Career Nexus employees are expected to adhere to responsible social media behavior. Posting confidential information about Career Nexus, clients, coworkers, or engaging in dishonest and/or libelous postings may lead to disciplinary action, up to and including dismissal. _____ (Initial)

Remember to turn off your cell phone during work hours and limit usage to break/lunch times. I acknowledge that I have read the above regulations. I understand that failure to comply with any of these regulations, as well as the client's regulations, may result in immediate dismissal.

Print name

Signature

Date

WORK SAFETY INDUCTION CHECKLIST

Employee: _____

Safety orientation for new, transferred, or rehired employees is a crucial aspect at Career Nexus. As a new, transferred, or rehired employee, you are gaining insights into various aspects of our operations and work culture. Today, our focus is on one of the most integral aspects of your work—safety.

Our aim is to equip you with the understanding and knowledge necessary to prevent accidents. As you familiarize yourself with your duties through guidance from your branch staff and workplace supervisor on each assignment, you will become aware of potential hazards or risks. You'll learn how to protect yourself and work safely. Remember, safety extends beyond specific procedures; it is a way of life. We emphasize safety for several reasons, including:

- It's the law.
- Safety safeguards you and your colleagues from injuries and illnesses arising from workplace hazards and exposure to hazardous materials.
- Safety protects the community we live in. By preventing or responding promptly and appropriately to fires, explosions, spills, and other emergencies, we contribute to the safety of the people in the area and the quality of the air and water.

Items

1. Reporting of injuries. ☐ YES ☐ NO
2. Reporting of unsafe conditions/Right to refuse unsafe work. ☐ YES ☐ NO
3. Use of personal protective equipment. ☐ YES ☐ NO
4. Instruction to locate fire extinguishers, emergency exits, first aid stations, and evacuation routes at your workplace.
☐ YES ☐ NO
5. Housekeeping practices. ☐ YES ☐ NO
6. Safe methods of manual lifting. ☐ YES ☐ NO
7. Instruction to request operating procedures for equipment/machines from your workplace supervisors.
☐ YES ☐ NO
8. Reporting changes to your assignment, i.e., job duties/departmental. ☐ YES ☐ NO

BRANCH STAFF SIGNATURE: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____