



New candidate orientation

General Information

1. We have been in business since 1992. Miami Lakes is our original location. We currently have additional offices in Orlando and Atlanta.
2. Confirmation that all necessary documentation has been provided.
3. Our “Drug-Free Workplace” Drug Testing Policy.
4. Confirmation that you have full understanding of every document you’ve signed.
5. Local Criminal Background Checks have been conducted with your written authorization. Prior to assigning you to your first client interview or job assignment we conduct a National background check. You will receive an email notice confirming that we have done this.
6. Past Employment Verifications will be conducted in the upcoming weeks. Falsifying on your application is grounds for dismissal.
7. Keep your contact information up to date (phone Numbers/email addresses, etc.).
8. Keep all documentation current (Work Permits, Residencies, W/4, Licenses and Certifications, D.O.T. (Medical Examiner) cards. Failure to do so will result in immediate interruption of work.
9. Turning Down initial work offers will not negatively impact your status with us. Please be up-front with us if you do not wish to accept an assignment or cannot perform the duties, let us know.
10. Types of Employment we may have available. Temp, temp to perm, Direct Hire, and long or short-term projects. 75% of all assignments out of the Miami Lakes branch are Light Industrial. With the balance of placements being Clerical, Professional and Administrative positions.
11. Upon assignment, you will receive a written job offer and Medical questionnaire. Long term warehouse workers must return a completed “Verification of Training” form as well as a “7-day safety perception Survey” upon completion of their first week on an assignment.
12. You will be representing Future Force – Dress for the job – arrive on time, do not leave early or take longer than the time allotted for breaks.
13. Upon accepting work assignments, you also agree to carry out your obligations and that you will report anything that impedes your ability to do so to your direct supervisor.
14. Once assigned, you will only be authorized to perform the duties outlined and explained to me in the job description for the position that I have been assigned to. You cannot accept or perform any additional duties without advance authorization from Future Force.
15. Cell phones are prohibited during work hours at all workplaces. No flexibility
16. Avoid Confrontations – report all incidents to us immediately.
17. We will require documentation for all absenteeism, including (court appearances, medical appointments, emergencies, etc.).
18. Re-application process. If you are not placed to work for a period of 6 months from the date of your last updated application, you will be inactivated pending an update; including interview, drug test, and orientation.
19. Our system for Primary and Back-up workers explained.
20. While active in our system, you should call in to report your availability weekly – Failure to do so may affect your opportunities for employment and your eligibility for unemployment benefits.
21. General mailbox is available after hours – Leave messages.
22. Long term, full time employees are eligible to receive Medical Benefits, and Vacation pay. You must complete a minimum of 1500 regular hours of work (OT doesn’t apply) within one year to qualify for vacation pay. Vacation requests must be submitted in writing 30 days in advance for approval.

Initials _____

Payment procedures

- 23. Obtaining approval for hours worked as well as submitting hours worked to Future Force for payment is your responsibility.
- 24. Using the timecards and reporting your weekly hours explained.
- 25. All payments are made via Direct Deposits, or Pay-card. There are no live checks unless pending receipt of your notice of separation as explained previously.
- 26. To review your check-stubs online you must create a new account and user name and password through the "Employee Portal". We do not mail check-stubs.
- 27. To update your online application go to the "Apply Online" link and use the "Returning Completed Applications" portal.

Regarding Accidents and Injuries

- 28. Immediately report all accidents/injuries regardless of severity to your supervisor and Future Force personnel. You will not be obligated to report to a medical facility if you feel the injury does not merit such attention. You will receive a form to sign stating that you do not feel it is serious enough and that you refuse medical treatment at this time. This does not mean that you are waiving any rights to medical treatment in the future if required. A detailed accident report will be completed by Future Force, including witness statements. Every accident will be investigated for accuracy. If you require treatment, we will handle all WC Insurance paperwork on your behalf and provide you with a prescription card. You will not be reimbursed for any out of pocket expenses for prescribed medications. Use your card. Whenever necessary, you will be directed to the nearest medical center for treatment. Be aware that the Workers Compensation Administration Office currently offers a \$25,000 Reward to anyone reporting workplace Fraud.

Resignations

- 29. A written notice of resignation is required for all assignments. Short term assignments require a minimum of 72 hours of advanced notice, while long term assignments require 2 weeks of advanced notice of resignation. Note: you must complete your assignment accordingly to remain in good standing with us. I understand and accept that Failure to comply in full with this requirement will result in minimum wage payment on all remaining payments due, and a "DNU (Do Not Use) Status" in our system. Meaning that you will automatically be disqualified from any future assignments with us. Your last payment will be in the form of a live check vs. Direct Deposit or Pay-card pending completion of a notice of separation.

In conclusion

- 30. Light Industrial candidates must view Safety Video and are eligible for Safety Certification.
- 31. Additional Training is available.
- 32. Please refer to our website for Drug Free Policy, Safety Policies, & Anti-harassment Policy
- 33. All Light Industrial staff will be required to complete mandatory training throughout the year.

Name: _____ Date: _____

Signature: _____ Last 4 of SS#: _____

Presented by: _____ Signature: _____