

TOPNOTCH

EMPLOYMENT SERVICES INC

2365 FINCH AVENUE WEST, SUITE #207 WESTON, ONTARIO M9M 2W8 TEL; 416-741-2770 FAX; 416-741-0069

Please complete all sections thoroughly even if you are attaching a resume

APPLICATION FOR EMPLOYMENT

DATE: _____

NAME: _____

LAST

MIDDLE

FIRST

HOME TEL: _____ ALTERNATE: _____

PRESENT ADDRESS: _____

No.

Street

Apt. #.

City

Province

Postal Code

MAJOR INTERSECTION: _____ DATE OF BIRTH* ____/____/____
Day Month Year

SOCIAL INSURANCE NUMBER*: ____/____/____ HEIGHT: ____ FEET: ____ INCHES

WORK PERMIT CERTIFICATE # _____ EXPIRY DATE: _____

POSITION APPLIED FOR: _____ ALTERNATE: _____

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE FOR WHICH YOU HAVE NOT BEEN GRANTED A PARDON? YES ___ NO ___

HOW MANY POUNDS ARE YOU COMFORTABLE LIFTING? 0-20 YES ___/ NO ___ - 30-50 YES ___/ NO ___

ARE YOU LEGALLY ENTITLED TO WORK IN CANADA? YES ___ NO ___

DO YOU TRAVEL BY CAR? - YES ___ NO ___ / BUS - YES ___ NO ___

IN WHAT GEOGRAPHIC LOCATION ARE YOU WILLING TO WORK?: _____

ARE YOU AVAILABLE TO WORK OVERTIME? YES ___ NO ___

IF YES, WHEN ARE YOU AVAILABLE? _____

DO YOU HAVE ANY ALLERGIES OR HEALTH ISSUES THAT WOULD PREVENT YOU FROM WORKING IN ANY ENVIRONMENT? NO ___/ YES ___: IF YES PLEASE EXPLAIN _____

*OPTIONAL

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DO YOU HAVE ANY SAFETY EQUIPMENT?: SAFETY BOOTS ___ / SAFETY SHOES ___ / SAFETY HELMET ___ / BACK BRACE ___ / SAFETY GLASSES ___ / OTHER _____

WHAT SHIFT(S) ARE YOU WILLING TO WORK? – DAYS ___ / AFTERNOON ___ / MIDNIGHT ___ / CONTINENTAL ___

HOW DID YOU HEAR ABOUT US? NEWSPAPER _____ PHONEBOOK _____
RELATIVE/FRIEND _____ INTERNET _____

RECORD OF EDUCATION

SCHOOL	COURSES STUDIED	YEAR COMPLETED	DIPLOMA/DEGREE
HIGH	_____	_____	_____
COLLEGE/UNIVERSITY	_____	_____	_____
OTHER (SPECIFY)	_____	_____	_____

WORK EXPERIENCE

COMPANY'S NAME: _____ ADDRESS: _____
TELEPHONE NO.: _____ JOB TITLE: _____
SUPERVISOR: _____ WAGE PER HOUR: _____
DUTIES PERFORMED: _____
REASON FOR LEAVING: _____
EMPLOYED FROM: _____ TO: _____
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES ___ / NO ___

COMPANY'S NAME: _____ ADDRESS: _____
TELEPHONE NO.: _____ JOB TITLE: _____
SUPERVISOR: _____ WAGE PER HOUR: _____
DUTIES PERFORMED: _____
REASON FOR LEAVING: _____
EMPLOYED FROM: _____ TO: _____
MAY WE CONTACT THIS EMPLOYER FOR A REFERENCE? YES ___ / NO ___

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PROCEDURE

Please be advised of the following procedure concerning TOPNOTCH EMPLOYMENT'S policy for paying flexible staff:

It is entirely the responsibility of the employee to ensure prompt arrival to all assignments at the time specified by TOPNOTCH EMPLOYMENT and/or the client company.

Should an employee show up late to an assignment the client has the right to send that employee home without pay. TOPNOTCH EMPLOYMENT will not pay that employee in lieu of the client company.

However, if the client company does not cancel an order for flexible staff at least 2 hours before the beginning of the shift and the employee arrives promptly at the client company, the employee will be paid for 4 hours of work that day.

Please sign below, acknowledging that you understand and will comply with the above mentioned procedure.

Employee's Signature

Date:

Thank You!

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DUTIES OF WORKERS OCCUPATIONAL HEALTH AND SAFETY ACT SECTION 28

A Worker Shall

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment (s) or protective device (s) that may be hazardous to him/her self or another worker.
- Report any known workplace hazard to the employer or supervisor.
- Report any known violation of the act or regulations to the employer or supervisor.
- Do not remove or make ineffective any protective device required by the employer or by the regulations.
- Do not use or operate any equipment or work in any way that may endanger any other worker(s).
- Do not engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

I have read and understood the information listed above in regards to the Occupational Health & Safety Act. I understand that it is my responsibility to comply with the policies listed above

Applicant's Signature

Date:

Please Print Name

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PERSONAL INFORMATION PROTECTION AND ELECTRONIC DOCUMENT ACT (PIPEDA)

PRIVACY POLICY

As of January 1st 2004, all businesses must adhere to Bill C-6, Canada's Personal Information Protective and Electronic Document Act in (PIPEDA). The purpose of this legislation is to improve the safeguards over your personal information and to provide you with better control and understanding of its use and potential distribution.

Topnotch Employment Services Inc is extremely pro-active in our efforts to comply with the legislation. All personal information gathered by our company is held in the highest degree of confidentiality.

Topnotch Employment Services Inc collects personal information to better serve you and to assist us in understanding your strengths and needs before we can place you in the employment field.

HOW WE TAKE CARE OF YOUR PERSONAL INFORMATION

Whether in electronic or paper-based format, Topnotch Employment Services Inc maintains a strict security system to safeguard your personal information from unauthorized access, disclosure or misuse. As well, when we no longer need your personal information, we take as much care to destroy it as we do when storing it.

YOUR CONSENT

Your consent is required before we may collect, use and disclose your personal information, except in special circumstances, such as during a fraud investigation, an investigation by the police, or in a situation otherwise permitted by the law.

Applicant's Signature

Date:

Please Print Name

Topnotch Employment Staff Signature

Date:

Thank you for taking the time to read this important information. Should you have any question(s) please feel free to contact us at anytime 416-741-2770.

Yours truly,
Topnotch Employment Inc.

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Topnotch Employment Services Inc., Employment application policies

APPLICANT AGREEMENT

Clause1: General

As a candidate / applicant applying for employment through Topnotch Employment services Inc., I am fully aware and acknowledge that Topnotch Employment Services is an employment agency that provides temporary employment services. I further acknowledge that during and at the completion of the application registration with Topnotch Employment Services that I have been provided with documentation, including a Topnotch Employment business card, all of which have the business name and contact information of the agency. If for any reason (s) I did not receive this business / legal contact information of the agency, I acknowledge that it is my legal right to request such information.

Topnotch being a temporary employment agency, I am aware and acknowledge that employment opportunities offered to me may be for a limited term of less than three months or based on a specific task to be performed, at the completion of which the employment will end and accordingly, I will not be entitled to any termination notice pursuant to the Employment Standards Act, 2000 or any other statute or common law whatsoever. I further acknowledge that if I become entitled to any termination and or severance benefit, such benefit (s) will be pursuant to the Employment Standards Act, 2000, only. With this clear understanding of the employment policies of Topnotch Employment Services Inc, I hereby declare my full agreement to be bound by any one and/ or all of the clauses of this agreement, and in confirmation thereof, I have accordingly affixed my signature to this agreement.

Clause 2: Candidate / Applicant

I, the undersigned do hereby acknowledge and agree that although I have completed Topnotch application process, including safety training and the filling out of other documents relating to the application and request for employment process, I have not commenced employment and that this process does not in any way whatsoever guarantee me employment with Topnotch Employment Services Inc. now or anytime in the future.

I further acknowledge and agree that Topnotch Employment has not yet attempted to assign me to a client and that it will contact me when such an attempt is about to be made, and then, once I am assigned and work on the assignment, my employment with Topnotch will commence.

Clause 3: Work Assignment – 3 Months or More

I, the undersigned do hereby acknowledge and agree that if I am offered work assignment by Topnotch Employment Services and I work continuously for a period of three (3) months or more, my employment may be terminated at any time with or without cause. I understand and agree that if my employment is terminated without cause I will only be entitled to notice of termination or pay in lieu thereof, and severance pay (if applicable), pursuant to the Employment Standards Act, 2000.

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Clause 4: Work Assignment – Less than 3 Months

I, the undersigned do hereby acknowledge and agree that if I am offered employment by Topnotch Employment Services that such employment may be for a limited term of up to 3 months or for a specified task of less than 3 months, following which my employment will automatically end and there will be no entitlement to notice of termination or pay in lieu thereof, nor severance pay whatsoever, pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000), and the common law.

Clause 5: Employee's Requirement to contact Agency when assignment ends/prolonged period of non-assignment:

I, the undersigned do hereby acknowledge and agree that as an assignment employee with a client of Topnotch Employment, it is my responsibility to contact the agency by phone, email or in writing at least once on the first working day of the week immediately following the week of my last assignment, to report that my assignment with the client has ended and that I may be on a prolonged period of non-assignment and to confirm my availability to work. I further acknowledge and agree that if I do not contact the agency, as herein required, to report that my assignment with the client has ended and that I am available to work and one working week following my last assignment has elapsed, I will be deemed to have abandoned my employment with the agency and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination or pay in lieu thereof, nor severance pay (if applicable), pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

Clause 6: Employee's Availability to Work

I further acknowledge and agree that if I fail to contact the agency by phone, e-mail or in writing on at least 3 working days in any one week to confirm my availability to work, I will be deemed to have been unavailable to work for that week for the purposes of the Employment Standards Act, 2000. Further, I acknowledge and agree that if I fail to contact the agency by phone, email or in writing on at least six (6) working days in two consecutive weeks to confirm my availability to work, I will be deemed to have abandoned my employment with the agency and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination or pay in lieu thereof, nor severance pay (if applicable), pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

I further acknowledge and agree that if I am unavailable to work for two (2) consecutive assignments or any three (3) assignments in a three (3) month period, I will be deemed to have abandoned my employment and/or there will be just cause for my termination and accordingly, I will not be entitled to notice of termination nor pay in lieu thereof, and severance pay (if applicable) pursuant to contract, statute (including but not limited to the Employment Standards Act 2000) and the common law.

For the purpose of validating clauses 5 and 6, Topnotch has implemented a log book to record the name, date and time of calls received from employees.

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Clause 7: Work Assignment Information and Non-Solicitation

I, the undersigned do hereby acknowledge and agree that when an assignment is offered to me by Topnotch Employment, I will be provided with the Topnotch Employment's contact information, as well as the name of the client I am being assigned to, their contact information, as well as the wage rate, hours of work, pay period, estimated term of the assignment if available, and a general description of the work to be performed. This information will be provided orally at the time it is initially provided, and in writing as soon as practical thereafter. If I do not receive this information with my first pay cheque, I have a responsibility to contact the office of Topnotch Employment by phone, email or in writing to request a copy of this information.

I further acknowledge and agree not to solicit employment from any client of Topnotch Employment to whom I have been assigned for a period of six (6) month following the termination of my employment with Topnotch Employment.

Clause 8: Acknowledgement

It is acknowledged and agreed that this agreement will take precedent and/or supersede all other agreements and policies, written or implied, with Topnotch Employment Services regarding its employment practices.

I do hereby declare that by affixing my signature hereunder, I have expressed my full agreement with the terms of this agreement as set out in Clauses 1 through 8.

Signature

Date

Topnotch Employment Services Inc.
Per: Terry Sawh

Date

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EXCESS HOURS OF WORK AGREEMENT

This agreement is entered into between Topnotch Employment Services Inc. (employer) and (employee) on thisday of 20 , at Topnotch Employment Services, 2365 Finch Avenue West, Suite 207.

I hereby acknowledge receipt of the Information Sheet for Employees regarding Hours of Work and Overtime Pay, produced by the Director of Employment Standards (Ontario) dated March 1, 2005. I have carefully read the Information Sheet and fully understand that I have the right as an employee to exercise an option to work or not to work in excess of my regular working hours.

In consideration of the above, I hereby agree to work in excess of 8 hours per day or in excess of 48 hours per week, up to a maximum of 60 hours in any one week, as may be requested from time to time by my employer (Topnotch Employment Services Inc). I fully understand that I am under no obligation to work excess hours and if I do not want to work excess hours, I do not have to sign this agreement. I further acknowledge that I have the right to cancel this agreement by providing my employer, Topnotch Employment Services Inc. with two (2) weeks written notice.

Topnotch Employment Services Inc. fully and unequivocally acknowledges the rights of the employee as stated herein, and in keeping with section 21.1 of the Employment Standards Act, 2000.

Employee's name (Print)

Employee's signature

Date

Representative – Topnotch

Date

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AGREEMENT
Between Topnotch Employment Services Inc. And
Topnotch Employee (s) Regarding Payment of Vacation Pay.

In furtherance of Section 36, subsection (4), of the Employment Standards Act, 2000, regarding the payment of Vacation Pay, Topnotch Employment Services Inc (employer) and (employee), do hereby agree as follows:

Vacation pay equivalent to 4 percent of the employee's gross wages shall be included in each weekly payment or part thereof earned by the employee. It is acknowledged that Topnotch Employment Services Inc has a weekly payment policy.

It is further acknowledged that the amount in respect of the 4 percent vacation pay shall be clearly stated on the employee's pay stub.

Employee's name (Print)

Employee's signature

Date

Representative – Topnotch

Date

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Health and Safety Training Checklist

Prior to any job placement, the worker must be provided with the following:

- 1. WHMIS Training & Workplace Safety talk, including hazard reporting {}
- 2. WHMIS certification {}
- 3. Topnotch Employee Orientation Guide {}
- 4. Topnotch Health and Safety Handbook {}
- 5. Guide to Employment Standard Act {}
- 6. Statutory requirements regarding excess hours of work {}
- 7. Agreement regarding payment of Vacation Pay {}
- 8. Your Employment Standards Rights: Temporary Help Agency {}
- 9. Workplace Violence / Harassment Policy and Program {}

I hereby acknowledge that I have received the WHMIS health and safety training and related documents listed above and it is my responsibility to comply with all safety rules and regulations, in the interest of promoting and maintaining a safe and healthy work environment.

Please tick the boxes next to numbers 1-9 and print your name and your signature below:

Employee's name (Print)

Employee's signature

Date

Representative – Topnotch

Date

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INDUSTRIAL SKILLS EVALUATION.

Employee's name (Print)

Comprehension:

Please answer the following questions to the best of your ability.

- 1) The ABC distribution center has been very busy. Their schedules are as follows: Monday they ship merchandise to 29 stores, Tuesday 31 stores, Wednesday 48 stores, Thursday 14 stores, and Friday 21 stores. How many stores do they ship to per week?

- 2) The current probationary period for our employees is 90 working days. How many weeks an employee needs to work until his/her probationary period has been completed if a regular week runs Monday to Friday?

- 3) If we pay you \$10.50 per hour, what should your gross earnings be if you worked 37.5 hours per week?

Order Picking and Packing:

Please circle the items that ARE COMPLETELY IDENTICAL.

- | | |
|-----------|-------------|
| 90786219 | 90786219 |
| ZZZZ28383 | ZZZZZZ28383 |
| 200020202 | 200020202 |
| 135755532 | 135755531 |
| QCP3M9U1K | QPC3M9U7K |

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SPELLING:

Please circle each word which is NOT SPELLED CORRECTLY.

Acurate

Balance

Duplicate

Change

Harmany

Extreme

Facette

Gravity

Originel

Justice

Personell

Imitate

Stumble

Thirst

Materinity

Math:

Please answer the following basic math questions.

5x9 = _____

4x7 = _____

11+25 = _____

47-39 = _____

48 divide by 8 = _____

96-12 = _____

58+35 = _____

9x9 = _____

31-15 = _____

36 divide by 12 = _____

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ACKNOWLEDGEMENT

I understand that, if accepted for temporary, permanent or contract work, I will be working for Topnotch Employment Services Inc on their payroll at their client (s) site. I understand that the nature of the work with Topnotch Employment Services Inc is casual and that all placements are for the duration of the assignment only (if applicable). I further understand that in no way is any offer of work to be construed as anything other than a temporary assignment unless otherwise specified by a Topnotch Employment representative. I understand that I can be moved to various assignments with different pay rates.

I hereby declare that the foregoing information is true and complete to the best of my knowledge. I give Topnotch Employment Services Inc permission to verify my employment reference for work record. I understand that any and all false statements may disqualify me from employment or cause my termination.

I understand that possible employment with Topnotch Employment Services Inc may entitle me to information about client (s) and/or staff that should be treated with strict confidence. This information, including all reporting materials information, will be considered Proprietary information and will be held in strictest confidentiality.

Information obtained from present and/or former employers is to be considered as "Confidential and Privileged" and used only for purposes of assessing employment suitability in relation to current capabilities, including work skills, work habits and personal character.

By this authorization, Topnotch Employment Services Inc and all who may provide information as reference herein are released from any liability which may otherwise ensue.

APPLICANTS SIGNATURE: _____ DATE: _____