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TFI RESOURCES

EMPLOYMENT POLICIES AND APPLICATION FOR EMPLOYMENT

TFI RESOURCES WILL BE THE EMPLOYER OF RECORD FOR YOUR CURRENT WORK ASSIGNMENT. Please read and complete this document carefully, then sign and return one copy to TFI Resources.

APPLICATION FOR EMPLOYMENT

Last Name _____ First Name _____

Address (Number, Street, City, State, Zip Code) _____ Apt No. _____

Social Security Number _____ Home Telephone _____

E-mail Address _____ Mobile/Pager/Other # _____

Referring Recruiter or Staffing Company **COVINGTON GROUP, LLC**

Job Title/Description _____

Are you legally eligible for employment in this country?..... Yes No

Have you ever pled "guilty" or "no contest" to, or been convicted of a felony? Yes No

Answering "yes" to this question does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account. Please attach a separate page providing additional information.

EMPLOYMENT POLICIES

ATTENDANCE

Please report to and leave from work at the times specified by the client company. Absenteeism and tardiness can be considered misconduct. In the event you will be late or absent, please notify the client company at least one (1) hour before your scheduled arrival time. Absences due to medically verifiable illnesses, jury duty, and military leave are acceptable in moderation with valid documentation.

CONFIDENTIAL INFORMATION/PRIVACY

Employees must exercise care in reference to all confidential information of the client company. Information may not be taken, copied or communicated to other parties. Office equipment and work areas are for business use and are subject to the rules and regulations of the client company.

DISCIPLINARY ISSUES

Failure to act appropriately is considered misconduct. You should follow the client company's "house rules" while on assignment. Use of offensive language, illegal drug or alcohol use, absenteeism, tardiness, harassment and/or violence are considered disciplinary issues and may result in termination.

DRUG POLICY

The use, sale, or possession of illegal drugs or alcohol on the premises of the client company is strictly prohibited. Random drug tests and/or reasonable searches for drugs may be conducted by the client company or TFI Resources. Refusal to submit to a drug test or search may be cause for termination.

PAYDAYS/PAYCHECKS

- *For all weekly/bi-weekly and hourly employees:* Payday is Wednesday (every other Wednesday for bi-weekly employees) unless Wednesday is a holiday, in which case payday will be Thursday. Checks can be mailed to your home, direct deposited into your bank account, or picked up at the office of TFI Resources after 12:00 noon on Wednesdays. **Timesheets must be received by 12:00 noon on the preceding Monday to guarantee timely check processing.** You should call the office of TFI Resources to confirm receipt of your time sheet.
- *For semimonthly or salaried employees:* Pay periods are from the 1st through the 15th of each month and from the 16th through the last day of each month. Paydays are on the 17th and the 2nd of the month, respectively. Checks can be mailed to your home, direct deposited into your bank account, or picked up at the office of TFI Resources after two (2) business days following the receipt of your timesheet. You should call the office of TFI Resources to confirm the receipt of your timesheet.
- **NOTE: Your paycheck cannot be picked up by anyone other than you without prior written consent to TFI Resources. TFI Resources is not responsible for lost, stolen, or mailed checks not delivered by the U.S. Postal Service. TFI requires a one (1) week waiting period before reissuing a paycheck. If you request a check to be reissued before the waiting period has passed, there will be a \$15.00 replacement fee deducted from the paycheck.**

