



## Pre-Employment CHECKLIST

*Please carefully read the statements below and place an X in the box indicated that your consent as a condition of your employment.*

- I understand my timesheet must be submitted to iplacement D/B/A Source2 every week by Monday at 12:00 noon, my local time. The timesheet must be signed by me and my supervisor. Failure to do so may delay my paycheck for at least one week. This is my responsibility.
- I understand any pre-scheduled vacation and/or engagement prior to my start date must be pre-approved by iplacement D/B/A Source2 and the hiring manager as a condition of my employment.
- I will work the expected business hours as agreed upon by me and my supervisor, which may include overtime, weekends and holidays as needed by the company.
- I understand iplacement D/B/A Source2 conducts pre-employment screening which may consist of a drug test, a credit check and a criminal background search. Failure to authorize and/or comply with these company policies and procedures may result in a retraction of an offer of employment or in immediate termination of employment.
- iplacement D/B/A Source2 strongly recommends direct deposit of my paycheck. In the event I do not electe direct deposit my paycheck will be mailed on Thursday each week via regular U.S. postal service. If my paycheck gets lost, I am responsible for the following steps:
  - 1.) I will notify iplacement D/B/A Source2 immediately.
  - 1.) I will obtain from iplacement D/B/A Source2 and complete a Lost Check Affidavit form and have it notarized before a new check will be mailed to me.
  - 2.) I also understand that there may be a \$25.00 fee for a replacement check.
- I also understand that in the event my employment is terminated for any reason, my final paycheck will be “live” and NOT direct deposit.

***I have read the above-referenced requirements and I understand what is expected of me during my contract time with iplacement D/B/A Source2.***

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_

Reporting To: \_\_\_\_\_