

## Accounting Advantage

In the event you are hired by Accounting Advantage several agreements must be completed by you prior to your first assignment. **Your employment will only start on the first day of your first scheduled assignment and completion of any of the following documents does not represent an offer of employment.**

For your convenience you may complete the following paperwork prior to employment.

This prior paperwork process is on a voluntary basis. All information will remain in the strictest of confidence.

A copy of this agreement will be made available to you upon request or can be found on-line at [www.actadv.ca](http://www.actadv.ca)

If you would prefer to return to complete the documentation we will make those arrangements.

### **Accuracy of information**

Your signature below confirms that all information given to your Accounting Advantage representative is true and accurate. This includes your completed application, resume, letters of reference and all other information discussed.

**You are required to notify us immediately if you have been employed or registered with AppleOne, BilingualOne, Accounting Advantage or HRone in the past.**

Have you registered or worked for AppleOne, BilingualOne, Accounting Advantage or HRone in the past?

Yes	No	If Yes, when and which office?
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If you are offered employment by Accounting Advantage at a future date and it is found that you have supplied false or misleading information, your employment will be terminated without notice.

Your personal information is only collected, used, and disclosed by Accounting Advantage in accordance with this Privacy Policy. The full policy statement can be found at [www.actadv.ca](http://www.actadv.ca).

### **Authorization to conduct work related reference checks**

Your signature below authorizes Accounting Advantage to conduct work reference checks and verification based on the information you provide.

### **Termination of employment**

You acknowledge and agree that your employment may be terminated at any time, without cause, in which case Accounting Advantage shall only be required to provide you the minimum notice of termination or pay in lieu of notice and severance pay (if applicable) limited to the minimal provisions of the Ontario *Employment Standards Act, 2000* and no further entitlements under the common law.

Accounting Advantage reserves the right to implement temporary lay-offs as required based on business needs.

You acknowledge and agree that if you fail to contact Accounting Advantage at the beginning of each week to confirm your availability, you will be deemed to be unavailable for work for that week for the purposes of the Ontario *Employment Standards Act, 2000*.

If you are employed under a fixed term temporary assignment/contract (with fixed start and end dates) your working notice period is within the given end dates.

If you are terminated for cause, which includes but not limited to dishonesty, insubordination, continued poor performance after being counseled as to the standard required, willful misconduct, gross negligence or soliciting employment directly with our client, you will not be entitled to notice pay.

### **Employment status, availability and resignation**

You acknowledge that your employment is of a temporary nature and there is no guarantee of hours of work, a set work schedule or work location. Workplace assignment may change at any time without notice.

We will consider that you have resigned, without notice, under any of the following circumstances:

- You have declined two or more job assignment offers.
- We are informed that you have accepted alternative employment.
- You have not contacted us for a period of two weeks or greater to inform us you are available for work.
- You fail to work on your scheduled shifts without valid reason or without notifying us.
- You have not returned our communications within 48 hours on two or more occasions.
- You leave an assignment without notifying us for reasons other than illness or safety.

If you have been deemed to have resigned your employment, you will not be entitled to notice of termination or pay in lieu of notice or severance pay (if applicable)

I acknowledge and agree to all the terms and conditions of this document.

Print Name	Signature	Date	B1
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