

Insurance Overload Staffing

ACKNOWLEDGMENT OF INSTRUCTIONS & PROCEDURES FOR TEMPORARY JOB ASSIGNMENTS

I understand that, if I am hired for temporary job assignments by Insurance Overload Staffing (IOS), I will work at, or out of, the work sites of clients of IOS.

I understand that the clients of IOS are under no obligation to continue my temporary job assignment. When a client ends my job assignment, I understand that it does not necessarily end my status for other assignments from IOS.

I understand and agree that, if hired, I cannot receive payment for my hours worked unless a time sheet, signed by the client and myself, is turned in to, and received by, IOS. Unless otherwise instructed, I am solely responsible for obtaining the authorized signature of the client and for turning the time sheet in to IOS.

If hired for temporary job assignments, I agree to comply with the policies, rules, regulations, and procedures of IOS and its clients for which I accept temporary job assignments. I will immediately inform IOS of any problems or concerns that arise in the course of my assignments. I acknowledge that I have received written guidelines and instructions from IOS, as well as the IOS Policy on Sexual Harassment. I acknowledge that I have received, read and understand the Weapons Policy of IOS.

Signature

Printed Name Date