



Registration Form

Name:	First:	Last:	Date of registration: DD / MM / YYYY
Email Address:			
Cell Phone:			Home Phone:
Social Insurance Number:			
Date of birth:			Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:			
Apartment Number:			
City/Province/State:			Postal Code:
Emergency Contact Info:	Name:	Phone:	
How did you hear about OSS Inc.?			
Which position are you applying for?			
What other position are you interested in? (optional)			
Position Status Preferred	Permanent <input type="checkbox"/>	Seasonal <input type="checkbox"/>	Temporary <input type="checkbox"/> Contract <input type="checkbox"/>
Desired Shift?	Day <input type="checkbox"/>	Afternoon <input type="checkbox"/>	Night <input type="checkbox"/> Weekends <input type="checkbox"/>
Type of employment preferred:	Part-time <input type="checkbox"/>	Full-time <input type="checkbox"/>	
Transportation Used?	Public <input type="checkbox"/>	Car <input type="checkbox"/>	Other <input type="checkbox"/>
Desired Salary?	Annual Salary:	Hourly Wage:	
Languages (speak, read, write)			
Education level completed:			
Status in Canada:	Citizen <input type="checkbox"/>	Permanent Resident <input type="checkbox"/>	International Student <input type="checkbox"/> Worker <input type="checkbox"/> Refugee <input type="checkbox"/>
Eligibility to work:	Are you legally entitled to work in Canada?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Criminal History:	Have you ever been convicted of a criminal offence for which a pardon has not been granted?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



Reference Release

All our clients require business/peer references from prospective candidates. References will only be done when I deem it necessary to further the placement process or to verify information that you have given to me.

Please review and sign the following:

I authorize Optimum Staffing Solutions Inc. to conduct reference checks on me utilizing former employers, colleagues, clients, subordinates or others as deemed necessary by Optimum Staffing Solutions Inc. as referees. I confirm that I have advised the persons nominated and disclosed to Optimum Staffing Solutions Inc. as my references I have provided their names and contact details to Optimum Staffing Solutions Inc. for the purpose of seeking a reference. **I authorize Optimum Staffing Solutions Inc. to conduct such other checks (such as credit and criminal background checks) as they may deem advisable or necessary (in their discretion).** I also grant permission to Optimum Staffing Solutions Inc. to release the information obtained through such references and background checks by Optimum Staffing Solutions Inc. to their client (s).

BUSINESS REFERENCES *(a former or current supervisor or manager)*

	Reference #1	Reference #2
Name:		
Title:		
Company:		
Phone:		
E-mail:		

Date:	
Printed Name:	
Signature:	



Optimum Staffing Solutions Inc. Field staff Employee Working Terms

The information contained in this document outlines the terms and conditions under which Optimum Staffing Solutions Inc. employs Field staff (as hereinafter defined with reference to the Field Staff Employee signature line) for assignment to work at any of Optimum Staffing Solutions Inc. clients. In consideration of the mutual covenants and agreements herein contained and for other good and valuable consideration (receipt and sufficiency of which is acknowledged) it is hereby agreed as follows:

1. Elect to Work Status

Field staff Employee acknowledges that Optimum Staffing Solutions Inc. is a temporary staffing service offering temporary employment assignments. As such, in this agreement, Optimum Staffing Solutions Inc. employs Field Staff Employee under an arrangement whereby Field Staff Employee may elect to work or not to work when requested so to do. Due to the nature of temporary employment, Field Staff Employee understands that he/she will have the complete discretion to elect to work or not to work when Optimum Staffing Solutions Inc. requests Field Staff Employee to do so, and that he/she may exercise this discretion without suffering any negative consequence or penalty.

You acknowledge and agree that if you are not available for assignment for three (3) assignments in a row, or six (6) assignments in any three (3) month period, you will be deemed to have abandoned your employment and/or there will be just cause for termination of your employment and you will not be entitled to any notice of termination, nor pay in lieu of such notice, and severance pay (if applicable) pursuant to contract, statute (including but not limited to the Employment Standards Act, 2000) and the common law.

2. Offer of Work Assignments; Duties and Obligations at Work

- (a) Optimum Staffing Solutions Inc. shall offer Field Staff Employee assignments for which Optimum Staffing Solutions Inc., in its sole discretion, believes that Field Staff Employee is suitable. Optimum Staffing Solutions Inc. may terminate the Field Staff Employee's assignment with the client at any time at the request of the client, for any lawful reason. Field Staff Employee shall not take any legal action against Optimum Staffing Solutions Inc. on account of the cancellation or termination of any assignment for any reason that is not unlawful.

It is acknowledged that the nature of temporary assignments is such that there may be intervals of time during which no assignments are available. When Field Staff Employee is not on assignment, he/she remains on Optimum Staffing Solutions Inc. active list unless and until his/her employment with Optimum Staffing Solutions Inc. is terminated pursuant to section 5 hereof. There is no commitment as to the duration of any assignment, nor any commitment to minimum hours of service required. Expected start dates and expected end dates (if provided) are estimates only and not a guarantee of work for any period of time.

You acknowledge and agree that if you fail to contact Optimum Staffing Solutions Inc. at the beginning of each week to confirm your availability for work, you will be deemed to have been unavailable for work for that week for the purposes of the Employment Standards Act, 2000.

You acknowledge and agree that, in the event that you have not been assigned to perform work for a client for one month, you are required to contact Optimum Staffing Solutions Inc. by telephone or email to advise them of your prolonged period of non-assignment.

- (b) Services provided by Field Staff Employee on assignment to Optimum Staffing Solutions Inc.'s client shall be of the highest standards of quality or workmanship, given the particular assignment. Field staff Employee will comply with all reasonable instructions and requests made by the client, within the scope of the services required for the job described and assigned to Field Staff Employee.

- (c) Field staff Employee shall notify Optimum Staffing Solutions Inc. if he/she is asked to perform services outside of the scope of the job description for the assignment, or if he/she is not qualified or capable of performing the services requested by the client. However, Field staff Employee shall not follow instructions that may place his/her health, safety or welfare at risk (for example, undertaking a task for which they have not received training or for which adequate safety precautions have not been undertaken). Field staff Employee acknowledges having read and understood sections of the Field Staff Health and safety orientation dealing with workplace safety issues.
- (d) Subject always to Field Staff Employee's rights to elect to work or not, where he/she accepts an assignment, Field staff Employee will be present during the times or for the total number of hours during each day or week as are required for assignment. If Field Staff Employee cannot report to an assignment, or is going to be late, he/she shall notify Optimum Staffing Solutions Inc. as soon as reasonably possible.
- (e) Field staff Employee agrees to inform himself/herself of, and abide by, the rules, policies and practices of the client to which he/she is assigned. Field staff Employee shall take care to safeguard his/her own safety and that of others who may be affected by Field Staff Employee's acts, errors or omissions at work.
- (f) You acknowledge and agree that in the event that you are offered employment and an assignment, you will be orally provided with the name of Optimum Staffing Solutions Inc., our contact information, as well as the name of the client you are being assigned to, their contact information, as well as your wage rate, benefits (if applicable), hours of work, estimated term of the assignment (if applicable), and a general description of the work. You will be paid every Friday for the hours worked during the previous week. All information will then be provided in writing as soon as practical. You accept that this written information may be presented to you personally, by mail or by electronic mail. If you do not receive this information within a reasonable time, you will notify us directly and request a copy of this information.

3. Temp to Perm

If the client and Optimum Staffing Solutions Inc. have reached an understanding that Field staff Employee is assigned on the basis that, after a period of time on such assignment, the client will offer employment to him/her, Field staff Employee agrees that this arrangement does not constitute a promise of an assignment becoming a permanent placement with the client, and Field staff Employee agrees not to hold Optimum Staffing Solutions Inc. responsible in any manner if client decides not to convert the temporary assignment to a permanent position.

4. Compensation; Completion of Timesheet

- (a) For work done on assignment to Optimum Staffing Solutions Inc.'s client, Optimum Staffing Solutions Inc. will pay Field Staff Employee wages weekly, subject to deductions required by law, calculated at an hourly rate, in arrears. Field staff Employee acknowledges that he/she is not paid for lunch breaks. Field staff Employee is not entitled to payment when absent from assignment due to sickness, or any other leave.
- (b) Field staff Employee has the responsibility to properly complete a timesheet in accordance with the instructions in the relevant sections of the Field Staff Orientation. Field staff Employee shall obtain the online approval or direct signature of the person to whom he/she reported on the assignment, and shall be responsible for the proper distribution of the various parts of the timesheet. Accurate and prompt completion and distribution of the timesheet is a condition to Optimum Staffing Solutions Inc.'s obligation to pay wages of Field Staff Employee.



- (c) Field staff Employee is not eligible for participation in Optimum Staffing Solutions Inc.'s company pension plan and is not entitled to any life, health, dental or other benefits provided by Optimum Staffing Solutions Inc. to its permanent employees.

5. Termination of Employment

Either party, Field staff or Optimum Staffing Solutions Inc. may terminate the employment of Field Staff Employee immediately upon delivery of written notice to the other. In the event the employment standards legislation in any province requires a minimum period of notice be given for terminations which are not for cause, the length of notice to be given will be limited to the minimum required under the employment standards legislation for the province in which the Field Staff Employee is employed. For greater certainty, in the event of such termination, Field staff Employee shall continue to be bound all obligations of confidentiality set forth in the "Field staff Workplace Policies" portion of the Field Staff Orientation, which obligations survive termination of employment.

You acknowledge and agree that your employment may be terminated at any time, without cause, in which case Optimum Staffing Solutions Inc. shall only be required to provide you the minimum notice of termination and/or pay in lieu thereof, and severance pay (if applicable), as required pursuant to the Employment Standards Act, 2000.

6. General Provisions

The parties agree that if any provision of this Agreement is unenforceable, then this Agreement shall be read as if such provision had not formed part of this Agreement and no other part of this Agreement shall be affected thereby. This Agreement supercedes all prior or existing contracts and understandings, either expressed or implied, between Optimum Staffing Solutions Inc. and Field Staff Employee. This Agreement shall be governed by the laws of the Province in which the Optimum Staffing Solutions Inc. office that assigns Field Staff Employee is situated.

7. Reference Check and Qualification Authorization

I authorize Optimum Staffing Solutions Inc. to conduct reference checks on me utilizing former employers, colleagues, clients, subordinates or others as deemed necessary by Optimum Staffing Solutions Inc. as referees. I confirm that I have advised the persons nominated and disclosed to Optimum Staffing Solutions Inc. as my references I have provided their names and contact details to Optimum Staffing Solutions Inc. for the purpose of seeking a reference. I authorize Optimum Staffing Solutions Inc. to conduct such other checks (such as credit and criminal background checks) as they may deem advisable or necessary (in their discretion). I also grant permission to Optimum Staffing Solutions Inc. to release the information obtained through such reference and background checks by Optimum Staffing Solutions Inc. to their client (s).

• Other Applicable Documents

Field staff Employee acknowledges having received and read, prior to executing this Agreement the following documents provided by Optimum Staffing Solutions Inc.:

- Optimum Staffing Solutions Inc. Terms and Conditions contained in the Employee Orientation.
- Optimum Staffing Solutions Inc. Privacy code.
- Field staff Employee further acknowledges:
- Having freely and voluntarily consented to Optimum Staffing Solutions Inc. Privacy Code;

8. Certification by Field Staff Employee

By executing this Agreement, Field staff Employee acknowledges having read and understood the terms and conditions contained herein (including the Field Staff Workplace Policies in the Orientation), and that he/she has had an opportunity to ask questions concerning such terms and conditions and also the opportunity to obtain independent legal advice with respect to the same. Field staff Employee acknowledges that all terms and conditions of this Agreement are fair and reasonable.



You also acknowledge and agree that, although you have completed a candidate information form and request for employment, you have not commenced employment. You further acknowledge and agree that Optimum Staffing Solutions Inc. has not yet attempted to assign you to a client and that it will contact you when such an attempt is about to be made, and then, once you are assigned, your employment with Optimum Staffing Solutions Inc. will commence.

Agreement to Represent and Employ Candidate (Field Staff Employee) at locations of Optimum Staffing Solutions Inc.'s clients

Between:

Candidate Name:

Name:	
Address:	

and

Name:	Optimum Staffing Solutions INC.
Address:	3701 Chesswood Drive # 309 North York, Ontario M3J 2P6

(Signature of Candidate)

(Printed Name of Candidate)

____ day of _____, 20____
(Date)

Privacy Code

Optimum Staffing Solutions Inc. privacy commitment and accountability

At Optimum Staffing Solutions Inc., we are committed to protecting the privacy of personal information that you give to us. This document is to inform you of how we at Optimum Staffing Solutions Inc. collect, use and disclose your personal information for our recruitment, flexible staffing and training/certification businesses. Optimum Staffing Solutions Inc. is accountable for the personal information you have supplied to us. Our employees and Associates are informed about the importance of privacy and each is responsible for the personal information within his or her control. Our Privacy Officer is responsible for coordinating our compliance with both federal and provincial privacy laws.

Your personal information

Generally, personal information is any piece of information, factual or subjective, about an identifiable individual. Some examples of the types of personal information that may be held by Optimum Staffing Solutions Inc. includes your name, address, date of birth, contact details, qualifications, education, work history, skills, aptitudes, resume, salary/benefit information, information derived from background checks such as criminal and credit record, banking details, driver's license number and information about your hobbies and interests. It will also include information we derive about you through the administration of skills, personality or aptitude testing.

Purposes for which we collect personal information

Optimum Staffing Solutions Inc. provides permanent recruitment services that respond to the needs of both employers ("Clients") and applicants by helping to place the right person in the right position. Personal information supplied by you is used by us to consider and evaluate your qualifications for either permanent or temporary employment with Optimum Staffing Solutions Inc. or one of our Clients. For individuals who are hired by optimum Staffing Solutions Inc., and for temporary staffing arrangements, we also collect information to provide payroll services. For those becoming permanent employees of Optimum Staffing Solutions Inc., we also collect information about you and your beneficiaries as required to enroll in our benefits programs. Personal information supplied by you is used by us to consider and evaluate your qualifications to become a business partner of Optimum Staffing Solutions Inc. in any variety of commercial arrangements, such as our Regional Marketing License Program.

In any case, we collect only that personal information we need for those purposes.

How we collect personal information

Optimum Staffing Solutions Inc. collects your personal information, for the identified purposes, in a number of ways, including:

- When you provide information by phone or in documents such as an application form or a resume; this may be via e-mail or delivery of hard copy of such information; Through interviews with you in person or by telephone;
- By contacting the individuals that you have nominated as your references ("Referees");
From Clients to whom services are supplied as part of our temporary staffing business;
Through the administration and assessment of the results of aptitude tests and the interpretation of the results of such tests.

How we use your personal information

Optimum Staffing Solutions Inc.'s employees and Associates (as defined below) will use personal information about you to assess your suitability for permanent or temporary positions with Optimum Staffing Solutions Inc. or with its Clients.

We will disclose your personal information to Clients for the purposes of attempting to recruit you to specific positions that we feel you may be suited to, and/or for supplying your services to Clients as a temporary field staff worker. The personal information disclosed to Clients will be all the personal information required to make an informed decision.

We may also disclose your personal information to the following parties outside of Optimum Staffing Solutions Inc.:

- Organizations that provide essential services to Optimum Staffing Solutions Inc. such as organizations to whom certain business functions or processes may be outsourced, or to other temporary staffing companies, where we

This information is confidential and can only be used in conjunction with the business of Optimum Staffing Solutions Inc.

are working on a joint staffing project. We will endeavour to ensure that any such organizations will protect the personal information we supply to them in keeping with privacy laws;

- Your referees in making enquiries;
- Your financial institution and others relating to your remuneration and benefits;
- Government bodies or law enforcement agencies as required/authorised by law;
- Optimum Staffing Solutions Inc.'s related companies and any companies involved in a corporate or business reorganization by Optimum Staffing Solutions Inc.;
- Associates of Optimum Staffing Solutions Inc. (meaning separate legal entities who supply for Optimum Staffing Solutions Inc. the same services as are provided by staffing consultants employed by Optimum Staffing Solutions Inc.);
- Organizations and government agencies that provide background checks, including credit, criminal and education background checks;
- Any other person or organization not referred to above where you have given us specific consent to share your personal information with such person or organization.

Consent

We seek and confirm your consent to use your personal information as set out above at the time we first collect your personal information. **If you subsequently supply further personal information it is assumed the consent we originally received is applicable to personal information supplied at a later time, provided the purposes are the same** as have been identified in this document or by an Optimum Staffing Solutions Inc.'s representative. Consent may be expressed (in writing or verbally), or it may be implied, such as when you send us unsolicited personal information, in paper copy or electronically. Your consent can be withdrawn if you notify our Privacy Office in writing.

If you have received this form in hard copy, we will ask you to sign one copy signifying your consent. If you receive this via e-mail, as a reply to the receipt of unsolicited personal information, your consent will be presumed and you do not need to return anything.

You can access your personal information

You have a right to access the personal information that we retain about you, subject to some exceptions provided by law, how we use it and how to whom it has been disclosed. If you would like to do so, please let us know. For security reasons, you will be required to put your request in writing. Further, you may be charged a small administrative fee for searching for and providing access to your information (we will advise you of the fee at the time of your request). You should address any request for access to our Privacy Office.

Safeguarding information

We will take appropriate measures to ensure that personal information you have supplied is stored securely, whether in electronic form or otherwise.

Information retention

We rely upon you to notify us of any changes in your personal information that you consider important, in order that we can keep your personal information up to date. Where we determine that your personal information is no longer required for any purpose we have identified to you, we will take reasonable steps to ensure that it is disposed of in a secure manner or rendered anonymous. Some personal information must be retained for specific periods to comply with various laws.

Concerns

You have the right to complain to us if you feel we have collected, used, or disclosed your personal information in an improper way. You may do so by lodging a complaint in writing with our Privacy Office, and you will be entitled to a response within 30 days. If you feel further action is required to address your complaint, you may seek the involvement of the Privacy Commission in Ottawa.



How to contact us

We also will, upon request, make available specific information about our privacy policies, practices and procedures. You can raise concerns and initiate the steps to gain access to your personal information by writing to our Privacy Office, at:

Privacy Officer, Optimum Staffing Solutions Inc., 3701 Chesswood Drive, Suite 390 North York, Ontario M3J 2P6

Consent

I acknowledge having read and understood Optimum Staffing Solutions Inc.’s Privacy Code. I hereby consent to:

- (a) Optimum Staffing Solutions Inc. collecting personal information about me in the manner described in this Code, for the purposes described and for an indefinite period of time; and**
- (b) Optimum Staffing Solutions Inc. using and disclosing personal information about me for any of the purposes set out in this Code, to the types of organizations described in this Code;**

This consent has been given freely by me at or before the time personal information has been collected by Optimum Staffing Solutions Inc., or, in the case of personal information submitted by me which was not solicited from me by Optimum Staffing Solutions Inc., this consent has been given pursuant to Optimum Staffing Solutions Inc.’s request, in order that it may consider using and disclosing such personal information for one or more of the purposes identified herein.

This consent shall be a continuing consent until I notify Optimum Staffing Solutions Inc. in writing that my consent is withdrawn. However, if Optimum Staffing Solutions Inc. intends to collect, use, or disclose personal information about me for the purposes other than set out above, Optimum Staffing Solutions Inc. shall first contact me and obtain my consent.

Date:	
Printed Name:	
Signature:	



**Please include 2 pieces of ID as well as a VOID CHEQUE
or DIRECT DEPOSIT FORM**

Your ID must be *SCANNED & EMAILED* (a fax is NOT legible)

Acceptable Forms of Identification

The following list of acceptable forms of identification is taken directly from the RCMP's CPIC directive.

As two (2) pieces of government issued photo ID may be impossible for some clients, Optimum Staffing Solutions Inc. has been told that our police service partners will accept one (1) piece from the first list below accompanied by a secondary piece if noted in the second list below. Ideally, the candidate should provide two (2) pieces of ID from the "Primary and/or Secondary" list below.

RCMP directive section 8.1.1 states that 2 pieces are required in which one MUST be government issued with photo.

Appendix A: Identity Verification Standards

Primary and/or Secondary Photo Identification Standards (Government Issued)

- Driver's License (issued by Canadian province or territory)
 - Foreign Driver's License
 - Canadian Passport
 - Foreign Passport
 - Canadian Citizenship Card
- Permanent Resident (PR) Card
 - Certificate of Indian Status
- International Student Identity Card
- Firearms Acquisition Certificate (FAC)
- Canadian National Institute of the Blind (CNIB) Identification Card
 - Federal, provincial, or municipal employee identification card
 - Military Family Identification Card (MFID)

Note: Health Cards (issued by Canadian province or territory) and Social Insurance Number (SIN) cards are not acceptable at all for identification purposes

Acceptable Forms of Secondary Identification:

- Hunting Licence
- Fishing Licence
- Boating Licence
- Age of Majority Card (issued by provincial liquor board)
 - Birth Certificate
 - Student ID Cards
- Addressed mail from Revenue Canada indicating the subject's name, date of birth, and current address (*NOTE: Black out Social Insurance Number prior to forwarding*)
- Other ID cards issued by Provincial Ministries

It is up to the person who physically accepts and witnesses the applicant's ID to determine what second piece of ID is acceptable (outside of the acceptable lists above), however, **it cannot include Health and SIN cards.**