



## Employee Agreement

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

SSN: \_\_\_\_\_

Street Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

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

Date of Birth: \_\_\_\_\_

End Date: \_\_\_\_\_

Position: \_\_\_\_\_

Rate of Pay: \_\_\_\_\_

### Terms of Employment:

- Employee must be in uniform while on duty.
- Employee must possess all certifications required for position.
- Employee will clock in/out for every shift within 5 minutes of the scheduled start or end of the shift. Repeated unauthorized early/late clock-ins will result in termination.
- Use of alcohol or any illegal drugs prior to or while on duty is strictly prohibited and grounds for immediate termination.
- 24-hour notice is required for any schedule change. Failure to show for a scheduled shift may result in a \$25.00 re-staffing charge.
- Employee must give two weeks written notice if resigning prior to date provided above. Failure to provide TPS with two weeks notice may result in a \$100.00 early termination charge.

I agree with the terms and conditions set forth above. I further guarantee that all information given in this agreement is the true and accurate to the best of my knowledge and understand that furnishing false information may be grounds for termination. I understand and agree that, if hired, my employment is for no definite period and may, regardless of the dates of payment of my wages and salary, be terminated at any time without prior notice.

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

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

TPS Representative Signature: \_\_\_\_\_

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