



# New Hire Application

**Personal Data-- PLEASE PRINT LEGIBLY IN INK**

Last Name Porras First Name Javier Middle Initial M  
 Street Address 1620 W 85 Ave # 202 Apt/Ste 202  
 City/State/Zip denver, Co 80260  
 Phone Number 970 545 2491 Email Address M ~ A @  
 Company/Employer M +

**All offers of employment are conditional upon satisfactory proof of identity and legal ability to work in the U.S.A.**

Are you legally authorized to work in the United States of America?  YES  NO

**Applicant Certification and Authorization**

I authorize Employer Solutions Staffing Group (ESSG) to use the information and statements contained in this application to determine my qualifications for employment. I authorize ESSG to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation and eligibility for rehire.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire by certain clients of ESSG. This may include but is not limited to, investigations of criminal and/or conviction records, driving records and/or a drug screen test as required by clients, government regulations or by ESSG policies.

I release ESSG and other persons or entities from any claims that might be based on ESSG's decision to conduct a background check.

I certify that all statements made in my application are true and accurate and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of ESSG.

Javier Porras Name (Print or type)      [Signature] Applicant's Signature      10-7-13 Date

A copy or facsimile ("fax") will be considered the same as an original signature. Email will ONLY be used for employment correspondenc

**For ESSG Office Use Only**

|                                 |                                  |                             |   |                          |
|---------------------------------|----------------------------------|-----------------------------|---|--------------------------|
| DOH _____                       | NHW _____                        | I-9 _____                   | 8850 _____                                      | W4 _____                 |
| Emergency Contact Info<br>_____ | Background Release Form<br>_____ | Background Results<br>_____ | Unemployment Letter<br>(If applicable)<br>_____ | ESC Application<br>_____ |
| <b>For ESSG Client Use</b>      |                                  |                             |   |                          |
| DOH _____                       | ROP _____                        | Work Site Loc. _____        | WC Code _____                                   |                          |



# PAYCARD ENROLLMENT FORM

**\*\* FAX COMPLETED FORMS TO YOUR PAYROLL CENTER \*\***

Card Number 5110 -- 2102 -- 0933 -- 1819  
~~0923~~

| Global Cash Card – Account Owner Information (Please Print Legibly)                                 |   |                             |
|---|---|-----------------------------|
| First Name:<br><i>Javier</i>  | Middle Initial:<br><i>M</i>                                     | Last Name:<br><i>Forras</i> |
| Street Address:<br><i>1620 W 85 ave</i>   | Apartment #:<br><i>202</i>                                      |                             |
| City:<br><i>Denver</i>  | State:<br><i>CO</i>   | Zip Code:<br><i>80260</i>   |
| Home Telephone: <i>(770) 4226021</i>  | Date of Birth (MM/DD/YYYY): <i>11-09-69</i>                     |                             |
| Cell Number (Optional): <i>(770) 545249</i><br><b>**For text messaging confirmations/balances**</b> | Email Address (Optional):<br><b>**For email notifications**</b> |                             |
| Social Security Number: <i>4530 - 87 0607</i>   | Employee ID #:  |                             |
| Employee Signature:<br><i>Javier Forras</i>   | Date:<br><i>10-7-13</i>   |                             |

| LOCATION INFORMATION (All fields must be completed by a company representative) |                   |
|---|-------------------|
| Location Name:  | Location Number:  |
| Form Completed By:  | Telephone Number: |

**ATTACH COPY OF CARD**

To Activate Your New  
**Global Cash Card**

visit us on the web  
[www.globalcashcard.com](http://www.globalcashcard.com)

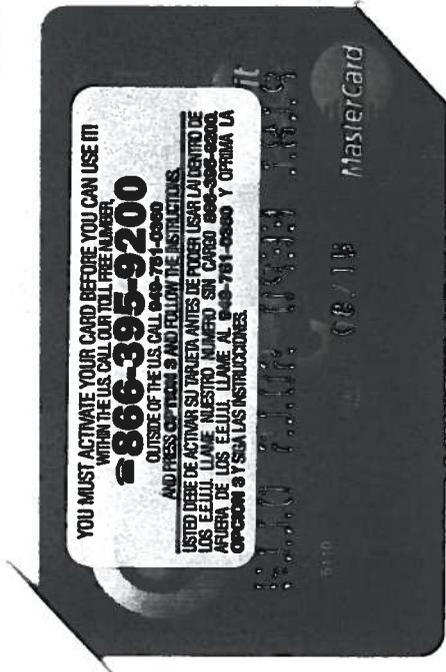
or Call

toll-free 1-(866) 395-9200

Outside of the U.S.

Call (949) 751-0360

Please have your card handy for activation.  
Thank you.



# Form W-4 (2013)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2013 expires February 17, 2014. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax, if you have pension or annuity

income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2013. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

|          |  |                |
|----------|--|----------------|
| <b>A</b> | Enter "1" for yourself if no one else can claim you as a dependent . . . . .   | <b>A</b> _____ |
| <b>B</b> | Enter "1" if:<br><ul style="list-style-type: none"> <li>• You are single and have only one job; or</li> <li>• You are married, have only one job, and your spouse does not work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul>  | <b>B</b> _____ |
| <b>C</b> | Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .  | <b>C</b> _____ |
| <b>D</b> | Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .  | <b>D</b> _____ |
| <b>E</b> | Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . .  | <b>E</b> _____ |
| <b>F</b> | Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit . . . . .  | <b>F</b> _____ |
| <b>G</b> | <b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information.<br><ul style="list-style-type: none"> <li>• If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children.</li> <li>• If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child . . . . .</li> </ul> | <b>G</b> _____ |
| <b>H</b> | Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶  | <b>H</b> _____ |

For accuracy, complete all worksheets that apply.   

- If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are single and have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

|   |  |  |
|---|--|--|
| Form <b>W-4</b><br>Department of the Treasury<br>Internal Revenue Service   | <h2>Employee's Withholding Allowance Certificate</h2> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p> | OMB No. 1545-0074<br><h1 style="font-size: 2em;">2013</h1>   |
| <b>1</b> Your first name and middle initial <span style="margin-left: 100px;">Last name</span><br>Javier M <span style="margin-left: 100px;">Parras</span>  |  | <b>2</b> Your social security number<br>450-87-0607  |
| Home address (number and street or rural route)<br>1620 W 85 Ave # 202  |  | <b>3</b> <input type="checkbox"/> Single <input checked="" type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate.<br>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box. |
| City or town, state, and ZIP code<br>Denver CO 80260  |  | <b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. <input type="checkbox"/>   |
| <b>5</b> Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)   |  | <b>5</b> 3   |
| <b>6</b> Additional amount, if any, you want withheld from each paycheck  |  | <b>6</b> \$ 3  |
| <b>7</b> I claim exemption from withholding for 2013, and I certify that I meet both of the following conditions for exemption.<br><ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and</li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have no tax liability.</li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶ |  | <b>7</b>   |
| Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.   |  |  |
| <b>Employee's signature</b><br>(This form is not valid unless you sign it.) ▶ <i>Javier Parras</i>  |  | <b>Date</b> ▶ 10-7-13  |
| <b>8</b> Employer's name and address (Employer. Complete lines 8 and 10 only if sending to the IRS.)  |  | <b>9</b> Office code (optional)  |
|   |  | <b>10</b> Employer identification number (EIN)   |



Revision Date: 09/06/12  
Expiration Date: 10/01/14

## Colorado Affirmation Form Instructions Employment Verification Law, § 8-2-122, C.R.S.

### Overview of the Colorado Employment Verification Law

The employment verification law applies to all public and private employers in Colorado, and is in addition to separate federal Form I-9 requirements. Employers must comply with the provisions of the law for all Colorado employees hired on or after January 1, 2007. There are two main requirements, both of which must occur within 20 days of hire: (1) an affirmation requirement, and (2) a requirement to make and retain copies of employee identity and employment authorization documentation (copies of the employee's identity and employment authorization documents which were presented for completion of the Form I-9). Visit [www.colorado.gov/cdle/evr](http://www.colorado.gov/cdle/evr) for more information.

### Completion of the Affirmation Form

1. The attached affirmation form is designed for use by Colorado employers. By signing the form, the employer affirms to all four of the employment eligibility components for the employee listed.
2. The employer must have completed an affirmation form for all Colorado employees hired on or after January 1, 2007.
3. Effective October 1, 2012, Colorado employers must use the Division affirmation form with a revision date of 09/06/12.
  - a. The 09/06/12 version of the form must be used for all Colorado employees hired between October 1, 2012, and October 1, 2014.
  - b. The 09/06/12 version of the form cannot be used for Colorado employees hired prior to September 6, 2012.
4. The form must be completed within 20 days after hiring each employee. Review the information below if you have not adhered to this requirement.
5. The employer, not the employee, is responsible for filling out and completing the form in a timely fashion. The form may be completed by the employer's designee or representative.
6. The following items on the form must be legibly completed by the employer. The employer may not leave any of these items blank or incomplete:
  - a. Employee name and date of hire (Month/Day/Year).
  - b. Employer name, signature, and date of employer signature (Month/Day/Year).

### Retention of the Affirmation Form

Forms must be retained by the employer for the duration of the employee's employment. The employer must produce copies of the form to the Colorado Division of Labor upon request, but does not have to submit forms absent a request.

## **Failure to Properly Complete the Affirmation Form or Work Eligibility Documentation Requirements**

The employer must provide accurate and complete information on the form. Provision of false or fraudulent information on the form may subject the employer to a significant fine and/or additional penalties.

If the employer has not properly completed the affirmation form within 20 days of hiring the employee, or the employer has not made and retained copies of employee identity and employment authorization documentation within 20 days of hiring the employee:

1. **DO NOT** complete an affirmation form for the affected employee(s). The employer cannot complete a valid form once the 20 days have elapsed since hire.
2. **DO NOT** backdate or otherwise enter incorrect information onto the form for the affected employee(s). The employer must not enter false or fraudulent information onto the form.
3. **DO NOT** attempt to make and retain copies of employee identity and employment authorization documentation if you did not comply with this requirement within 20 days of hiring the employee. Seeking such documentation after the 20 days have elapsed does not comply with Colorado law, and may also violate separate federal immigration laws.

**DO** comply with the employment verification law for all new hires going forward. The employer must: (1) properly complete affirmations, and (2) make and retain copies of employee identity and employment authorization documentation, within 20 days of hire for all employees hired after the discovery of the historical noncompliance.

Following the steps above, and engaging in other appropriate compliance actions, may reduce the likelihood of a fine, or may mitigate the value of a fine, depending upon the circumstances. Consult with an attorney for legal advice.

Revision Date: 09/06/12  
Expiration Date: 10/01/14



**Affirmation of Legal Work Status**  
Pursuant to § 8-2-122, Colorado Revised Statutes

Employee Name: Porras Javier M 04-04-69  
Last First Middle Date of Birth

Social Security Number: 450-87-0607 Date of Hire: \_\_\_\_\_ (MM/DD/YYYY)

In accordance with § 8-2-122, C.R.S., within 20 days after hiring the new employee listed above,

**I affirm all four of the following by signing this form:**

1. I have examined the legal work status of the above named employee.
2. I have retained file copies of the documents required by 8 U.S.C. sec. 1324a.
3. I have not altered or falsified the employee's identification documents.
4. I have not knowingly hired an unauthorized alien.

Javier Porras  
Print Name of Employer (or Designated Representative) Official Title

Javier Porras  
Signature of Employer (or Designated Representative) Date Signed by Employer (MM/DD/YYYY)

\_\_\_\_\_  
Business or Organization Name Employer Phone Number

The provision of false or fraudulent information on this form may subject the employer to a significant fine and/or additional penalties.

This form and the documents required by 8 U.S.C. sec. 1324 (copies or electronic copies) will be retained for the duration of the above named individual's employment.

§ 8-2-122(2), C.R.S.: On and after January 1, 2007, within twenty days after hiring a new employee, each employer in Colorado shall affirm that the employer has examined the legal work status of such newly-hired employee and has retained file copies of the documents required by 8 U.S.C. sec. 1324a; that the employer has not altered or falsified the employee's identification documents; and that the employer has not knowingly hired an unauthorized alien. The employer shall keep a written or electronic copy of the affirmation, and of the documents required by 8 U.S.C. sec. 1324a, for the term of employment of each employee.



# Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

**▶START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

|  |  |   |   |                               |                           |  |
|--|--|---|---|-------------------------------|---------------------------|--|
| Last Name (Family Name)<br><i>Porras</i>                 |  | First Name (Given Name)<br><i>Javier</i>    |   | Middle initial<br><i>M</i>    | Other Names Used (if any) |  |
| Address (Street Number and Name)<br><i>1670 W 85 ave</i> |  |   | Apt. Number<br><i>202</i>                         | City or Town<br><i>Denver</i> |                           | State<br><i>Co</i>                       |
| Zip Code<br><i>80260</i>                                 |  | Date of Birth (mm/dd/yyyy)<br><i>4-4-67</i> | U.S. Social Security Number<br><i>450-87-0607</i> | E-mail Address                |                           | Telephone Number<br><i>(970) 5452491</i> |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

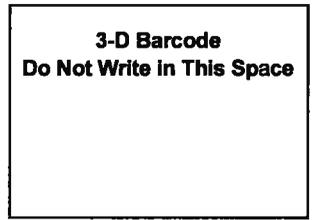
- A citizen of the United States
- A noncitizen national of the United States (See instructions)
- A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_



If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

|  |                                      |
|--|--------------------------------------|
| Signature of Employee:<br><i>Javier Porras</i> | Date (mm/dd/yyyy):<br><i>10-7-13</i> |
|--|--------------------------------------|

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

|                                      |  |                         |                    |          |
|--------------------------------------|--|-------------------------|--------------------|----------|
| Signature of Preparer or Translator: |  |                         | Date (mm/dd/yyyy): |          |
| Last Name (Family Name)              |  | First Name (Given Name) |                    |          |
| Address (Street Number and Name)     |  | City or Town            | State              | Zip Code |





### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

| List A<br>Identity and Employment Authorization | OR | List B<br>Identity  | AND | List C<br>Employment Authorization     |
|---|----|---|-----|--|
| Document Title:                                 |    | Document Title:<br><u>Instruction Permit</u>              |     | Document Title:<br><u>SS Card</u>      |
| Issuing Authority:                              |    | Issuing Authority:<br><u>CO</u>                           |     | Issuing Authority:<br><u>SS admin</u>  |
| Document Number:                                |    | Document Number:<br><u>95-058-0178</u>                    |     | Document Number:<br><u>450-87-0607</u> |
| Expiration Date (if any)(mm/dd/yyyy):           |    | Expiration Date (if any)(mm/dd/yyyy):<br><u>9.19.2016</u> |     | Expiration Date (if any)(mm/dd/yyyy):  |
| Document Title:                                 |    |   |     |  |
| Issuing Authority:                              |    |   |     |  |
| Document Number:                                |    |   |     |  |
| Expiration Date (if any)(mm/dd/yyyy):           |    |   |     |  |
| Document Title:                                 |    |   |     |  |
| Issuing Authority:                              |    |   |     |  |
| Document Number:                                |    |   |     |  |
| Expiration Date (if any)(mm/dd/yyyy):           |    |   |     |  |

**3-D Barcode  
Do Not Write in This Space**

### Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 10.9.13 (See instructions for exemptions.)

|   |  |  |   |  |
|---|--|--|---|--|
| Signature of Employer or Authorized Representative<br><u>Tina Krol</u>                                  |  | Date (mm/dd/yyyy)<br><u>10.9.13</u>    | Title of Employer or Authorized Representative<br><u>Acct Mgr</u> |  |
| Last Name (Family Name)<br><u>Krol</u>  |  | First Name (Given Name)<br><u>Tina</u> |   | Employer's Business or Organization Name<br><u>EMPLOYER SOLUTIONS STAFFING GROUP LLC</u> |
| Employer's Business or Organization Address (Street Number and Name)<br><u>7301 OHMS LANE SUITE 405</u> |  |  | City or Town<br><u>EDINA</u>                                      | State<br><u>MN</u>   |
|   |  |  | Zip Code<br><u>55439</u>  |  |

### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

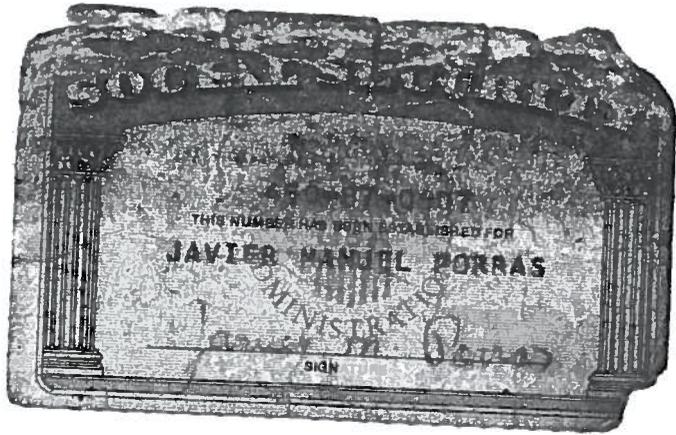
|  |   |
|--|---|
| A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial | B. Date of Rehire (if applicable) (mm/dd/yyyy): |
|  |   |

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

|                 |                  |                                       |
|-----------------|------------------|---------------------------------------|
| Document Title: | Document Number: | Expiration Date (if any)(mm/dd/yyyy): |
|                 |                  |                                       |

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

|   |                    |  |
|---|--------------------|--|
| Signature of Employer or Authorized Representative: | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: |
|   |                    |  |



**Colorado** ★  
**Instruction Permit**



**95-058-0178** Expires: **09-19-2016**  
Class: **R** Issued: **09-19-2013**  
End: **DOB: 04-04-1989**  
Rest: **Previous Type: N**  
Ht: **5'09"** Wt: **265** Eyes: **BRO** Sex: **M**  
Voter:

*Javier Gonzalez*

**JAVIER MANUEL PORRAS-GONZALEZ**  
**620 W 85TH AVE 202**  
**FEDERAL HTS, CO 80280**

**DISCLOSURE AND AUTHORIZATION [IMPORTANT -- PLEASE READ CAREFULLY BEFORE SIGNING AUTHORIZATION]**

**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

Employer Solutions Staffing Group LLC (ESSG) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" that may include information about your character, general reputation, personal characteristics, and/or mode of living, and that can involve personal interviews with sources, such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security number validation, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time, to request whether a consumer report has been requested and compiled about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. Fax: 800-886-0774 or 952-941-9041. ORANGE TREE EMPLOYMENT SCREENING's website is at [www.orangetreescreening.com](http://www.orangetreescreening.com), or another outside organization. The scope of this notice and authorization is all-encompassing, however, allowing ESSG to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

|   |
|---|
| <b>New York and Maine applicants or employees only:</b> You have the right to inspect and receive a copy of any investigative consumer report requested by ESSG by contacting the consumer reporting agency identified above directly. You may also contact ESSG to request the name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries, which ESSG shall provide within 5 days. |
| <b>New York applicants or employees only:</b> Upon request, you will be informed whether or not a consumer report was requested by ESSG, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.  |
| <b>Oregon applicants or employees only:</b> Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that ESSG has not maintained secured records is available to you upon request.   |
| <b>Washington State applicants or employees only:</b> You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.   |

**ACKNOWLEDGMENT AND AUTHORIZATION**

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of these documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by ESSG at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, company, or insurance company to furnish any and all background information requested by Orange Tree Employment Screening, 7275 Ohms Lane, Minneapolis, MN 55439. Tel.: 800-886-4777 or 952-941-9040. ORANGE TREE EMPLOYMENT SCREENING's website is at: [www.orangetreescreening.com](http://www.orangetreescreening.com), another outside organization acting on behalf of the company, and/or the company itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**New York applicants or employees only:** By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by ESSG.

(Must include email address: \_\_\_\_\_)

Signature: Jarvis Porras Date: 10-7-13

**BACKGROUND INFORMATION**

Last Name: Porras First: Jarvis Middle: M

Other Names/Alias: \_\_\_\_\_

Social Security #: 450-67-0607 Date of Birth (mm/dd/yyyy)\*: 04-04-69

Driver's License #: 95-058-0178 State of Driver's License: CO

Present Address: 1620 W 85th ave #202 Telephone # (Primary): 970 544 24-91

City/State/Zip: Denver CO-80260

\*This information will be used for background screening purposes only and will not be used as hiring criteria.

## A Summary of Your Rights Under the Fair Credit Reporting Act

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The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies.

See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See: [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

# EMERGENCY CONTACT INFORMATION

## EMPLOYER SOLUTIONS STAFFING GROUP IN CASE OF AN EMERGENCY - NOTIFICATION INFORMATION

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

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

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

### EMERGENCY CONTACTS

Please list two people (in priority order) who could be contacted in case of an emergency

|  |   |
|--|---|
| <b>Contact #1</b><br>Name: <i>Sulma Baquera</i><br>Relationship: <i>Wife</i>     | Home Phone: <i>N/A</i><br>Cell Phone: <i>(720) 422 6021</i><br>Work Phone: <i>N/A</i> |
| <b>Contact #2</b><br>Name: <i>Patricia Pomras</i><br>Relationship: <i>Sister</i> | Home Phone: <i>N/A</i><br>Cell Phone: <i>(970) 388 4103</i><br>Work Phone: <i>N/A</i> |

Additional information you want Employer Solutions Staffing Group and our clients to know in the event of an emergency:

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## RECEIVE YOUR PAY WITHOUT DELAY



In order for you to continue to receive your pay each week without delay we are encouraging all employees to use direct deposit or Global Cash Card. **It is becoming more and more difficult for employees to cash checks without fees or delay due to increased security at all banks. Also, if your check is lost or stolen you will have to wait 3 days for another check.**

### **GLOBAL CASH CARD**

If you don't have a bank account, computer access or don't want to use direct deposit you can use **Global Cash Card** which works like a MasterCard.

- There are **NO FEES** for the card for your first transaction as a cash withdrawal at an ATM or if you use it like a credit card (not debit) to make individual signature purchases.
- **If you don't have access to a computer you can receive TEXT notifications for your pay check amount on pay day as well as what the current balance is. You can also receive low balance notifications set to the dollar amount that you determine on the attached form.**
- You may call Customer Service 24 hours a day, 7 days a week, 365 days a year at 888-220-4477 for balance inquiries or other questions. (Para Español, apriete dos)
- You can pay bills with the GCC (by phone/internet/in person). You can also set up your online account to make automatic payments.

Please complete the attached form and turn it in to your manager as soon as possible indicating whether you would like direct deposit or Global Cash Card. Please make sure you include an email address.

**Fill Out This Form!**





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## Direct Deposit/Payroll Debit Card Authorization

Employees have the option of receiving wages by Direct Deposit and/or Payroll Debit Card.  
If you do not provide a written election, wages will be paid by Payroll Debit Card.

| SECTION 1 BASIC INFORMATION |                      |                |
|-----------------------------|----------------------|----------------|
| Employee Name               | SSN# (last 4 digits) | Effective Date |

| SECTION 2 PAYROLL ELECTION   |  |
|--|--|
| <input type="checkbox"/> Direct Deposit (Please complete Sections 3 and 5 below)     |  |
| <input type="checkbox"/> Payroll Debit Card (Please complete Sections 4 and 5 below) |  |

| SECTION 3 DIRECT DEPOSIT        |   |
|---------------------------------|---|
| A<br>C<br>C<br>O<br>U<br>N<br>T | <input type="checkbox"/> Update Bank Account  |
|                                 | Bank Name:  |
|                                 | Routing#  |
|                                 | Account#  |
|                                 | Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings <input type="checkbox"/> Other _____ |

I understand and acknowledge that if I do not provide a voided check with this direct deposit form, I am responsible for any delays in payroll or extra costs incurred if the account number that I provide is incorrect.

Initial \_\_\_\_\_ Date \_\_\_\_\_

- To help us avoid making an error, please attach a copy of a voided check. (a deposit slip will not work)
- If you change banks, do not close your old bank account until your direct deposit has started at the new bank, which may take 2 pay periods.

| SECTION 4 PAYROLL DEBIT CARD (GLOBAL CASH CARD)   |  |
|---|--|
| Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. In order to request a Payroll Debit Card for you, we must provide all of the following information that will enable the financial institution to identify you. If you do not submit a Direct Deposit/Payroll Debit Card Authorization, ESSG will provide the necessary information and issue you a Payroll Debit Card to pay your wages. For your protection, the financial institution may ask you to provide them additional identification information so they can verify your identity. |  |
| Except for the routing and account number, ESSG does not have access to any information regarding your Payroll Debit Card account or transactions. On your first payday, you will receive your new Payroll Debit Card, and a packet containing all of the terms and conditions. You will then sign acknowledging that you received the Payroll Debit Card and packet. Your Payroll Debit Card will be reloaded on each payday you receive wages.  |  |

| CARDHOLDER INFORMATION (as you want your Payroll Debit Card to be issued) |                    |                            |  |
|---|--------------------|----------------------------|--|
| First Name<br><i>Javier</i>   | M.I.<br><i>M</i>   | Last Name<br><i>Ponras</i> | Date of Birth<br><i>04-04-69</i>             |
| Street Address (PO BOX NOT ACCEPTABLE)<br><i>1620 W 85 ave #202</i>       |                    |                            | Social Security#                             |
| City<br><i>Denver</i>   | State<br><i>CO</i> | Zip<br><i>80260</i>        | Cell Phone (mobile)<br><i>(970) 545-2491</i> |

GET TEXT ALERTS, when your paycheck is deposited on your card!  
 All we need to know your cell phone service provider and mobile number above!  Yes, sign me up, for text alerts  
 My mobile service provider is: \_\_\_\_\_

| RECEIPT OF PAYROLL DEBIT CARD (to be completed when you pick up your Payroll Debit Card) |                              |
|--|------------------------------|
| Payroll Debit Card Routing #<br><i>122242597</i>   | Payroll Debit Card Account # |

I have received my Payroll Debit Card, welcome brochure, program fees, program terms, conditions, and disclosures. By activating my Payroll Debit Card, I am agreeing to the program terms, conditions, and disclosures that are included or made available to me from time to time from the financial institution. I authorize the financial institution to debit my Payroll Debit Card account for the fees described in the fee schedule that is part of the program terms, conditions, and disclosures.

Employee's Signature: *Javier Ponras* Date: *10-7-13*

| SECTION 5 AUTHORIZATION  |   |
|--|---|
| I authorize ESSG to directly deposit my periodic wages/compensation payments, net of required tax withholdings, other required withholdings or authorized deductions, into my account(s) as designated above and to initiate, if necessary, debit entries and adjustments for any credit entries made in error to my account(s). <b>* E-mail is required for pay stub information.</b> |   |
| *E-mail: _____ @ _____   | this information will only be used to send your paystubs electronically |
| Employee's Signature: <i>Javier Ponras</i>   | Date: <i>10-7-13</i>  |



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## **STATEMENT OF CONFIDENTIALITY**

This agreement made this \_\_\_\_ day of \_\_\_\_\_, 201\_\_, between Employer Solutions Staffing Group LLC, hereinafter referred to as "employer", and \_\_\_\_\_ hereafter referred to as "employee".

### **WITNESSETH:**

For the duration of my employment and after resignation or termination of this employment with employer, for any reason whatsoever, the employee shall not use or disclose to any other person or company, and confidential or proprietary information or know-how related to the business of the employer.

In view of the difficulty of determining the amount of damages which may result to the employer from a violation of any of the provisions hereof, the employee agrees to pay to the employer the sum of \$10,000 as liquidated damages for every such violation; provided, however, that the payment of such amount as liquidated damages shall not be construed as a release or waiver by the employer of the right to prevent any such violation in equity or otherwise.

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

\_\_\_\_\_  
Employer Solutions Staffing Group LLC, Representative

# Pre-Screening Notice and Certification Request for the Work Opportunity Credit

▶ See separate instructions.

**Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.**

Your name Javier Porras Social security number ▶ 450-87-0607  
Street address where you live 1620 W 85 Ave  
City or town, state, and ZIP code Denver CO 80260  
County Adams Telephone number (970) 595-2497  
If you are under age 40, enter your date of birth (month, day, year) \_\_\_\_\_

- 1  Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.
  
- 2  Check here if any of the following statements apply to you.
  - I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
  - I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
  - I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
  - I am at least age 18 but **not** age 40 or older and I am a member of a family that:
    - a Received SNAP benefits (food stamps) for the past 6 months, or
    - b Received SNAP benefits (food stamps) for at least 3 of the past 5 months, **but** is no longer eligible to receive them.
  - During the past year, I was convicted of a felony or released from prison for a felony.
  - I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
  - I am a veteran and I was unemployed for a period or periods totaling at least 4 weeks but less than 6 months during the past year.
  
- 3  Check here if you are a veteran and you were unemployed for a period or periods totaling at least 6 months during the past year.
  
- 4  Check here if you are a veteran entitled to compensation for a service-connected disability and you were discharged or released from active duty in the U.S. Armed Forces during the past year.
  
- 5  Check here if you are a veteran entitled to compensation for a service-connected disability and you were unemployed for a period or periods totaling at least 6 months during the past year.
  
- 6  Check here if you are a member of a family that:
  - Received TANF payments for at least the past 18 months, or
  - Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or
  - Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

  
Signature - All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ▶ 

Date 10-7-13

**EMPLOYER SECTION:**

|                 |                          |                   |
|-----------------|--------------------------|-------------------|
| ESG FEIN#:      | ESG Client Name & State: |                   |
| Hiring Manager: | Position:                | Starting Wage: \$ |

**EMPLOYEE SECTION:**

|                                      |  |                                 |   |
|--------------------------------------|--|---------------------------------|---|
| Employee Name:<br><u>Jader Pomra</u> | Street Address:<br><u>1620 W 85 Ave #202</u> | City/State:<br><u>Denver CO</u> | Zip:<br><u>80260</u>  |
| SS#:<br><u>WSD - 87 - 0607</u>       | Date of Birth:<br><u>4.4.67</u>              | Age:<br><u>49</u>               | Have you worked for this company before?<br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| If yes, location:                    |  |                                 |   |

Please complete all questions, and sign and date the form.

|  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| <b>1. Have you or has anyone living with you received Temporary Assistance to Needy Families (TANF) at any time since August 5, 1997?</b> (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>2. Have you or has anyone living with you received Food Stamps (SNAP) at any time during the past 15 months?</b> (If yes, please provide information below.)<br>Name of the person receiving benefits: _____ Relationship to you: _____<br>City: _____ County: _____ State: _____   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>3. Have you received Supplemental Security Income (SSI) at any time within the past 3 months?</b><br>Please note, this is not the same as Social Security benefits (SS) or Social Security Disability (SSDI) benefits.<br><i>*If you checked yes please provide a copy of your SSI documentation.</i>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>4. Have you received any type of vocational rehabilitation services within the past two years?</b><br>If yes, please indicate which type of agency you worked with and provide their location information below:<br><input type="checkbox"/> Vocational Rehabilitation Agency <input type="checkbox"/> Dept. of Veterans Affairs <input type="checkbox"/> Employment Network (Ticket to Work Program)<br>Name of Agency: _____ Phone #: _____<br>City: _____ County: _____ State: _____<br><i>*If you checked yes please provide a copy of your active Individual Work Plan and Ticket to Work documentation.</i>                                     | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>5. Are you a Veteran of the U.S. Military?</b> <i>*If yes, please provide a copy of your DD-214 and letter of separation.</i><br>(If yes, please provide information below. If no, please continue to question #6.)<br>Dates of Service - From: ___/___/___ To: ___/___/___<br>Branch of Service: _____<br><b>Are you entitled to or are you receiving compensation for a service-connected disability?</b><br><b>Have you been unemployed at any time during the last 12 months?</b><br>If yes, dates of unemployment - From: ___/___/___ To: ___/___/___<br><b>Did you receive unemployment compensation at any point during your unemployment?</b> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>6. Have you been convicted of a felony or released from prison for a felony conviction in the past 12 months?</b><br>Conviction Date: <u>7/5/89</u> Release Date: <u>4/4/2006</u><br>Was this a <input type="checkbox"/> Federal or <input type="checkbox"/> State conviction? If State - County: <u>weld</u> State: <u>CO</u>  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

| Additional Tax Credits   |   |
|--|---|
| <b>IEC (Native American):</b> Are you or your spouse a member of a Native American Tribe?<br><i>*If you checked yes please provide a copy of your CDIB card.</i>   | <input type="checkbox"/> <input type="checkbox"/> |
| <b>CA Residents:</b> <input type="checkbox"/> Are you the child of foster parents? <input type="checkbox"/> Do you receive CalWorks? <input type="checkbox"/> Workforce Investment Act?<br><input type="checkbox"/> Are you a migrant or seasonal farm worker? <input type="checkbox"/> Have you ever been convicted of a misdemeanor? |   |
| <b>SC Residents:</b> <input type="checkbox"/> Do you receive Family Independence Benefits?   |   |

**PLEASE READ, SIGN, AND DATE:**

Under penalties of perjury, I declare the information above to be true and accurate to the best of my knowledge, and I hereby authorize any agency, organization, or individuals to supply such verification or information that may be needed to determine tax credit eligibility to my employer, employer representative (Associated Consultants, Inc. dba Retrotax), or the Department of Labor.

New Employee Signature: [Signature] Date: 10-7-93



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## **INJURY MANAGEMENT PROGRAM**

### **Injured Worker's Responsibilities**

As your employer, we are concerned about your full recovery. Reasonable and necessary medical care will be paid for any compensable work injury. Medically authorized time away from work will be reimbursed in accordance with the **State of Minnesota workers' compensation laws**. Wherever possible light duty restrictions imposed as a result of your injury will be accommodated.

#### **RESPONSIBILITIES OF THE INJURED WORKER:**

Minnesota Rule Sec. 5221.0430, Subp. 1 requires that you choose one primary health care provider. Subpart 2 places limitations on your right to change primary health care providers. Discuss with your employer any change in health care provider.

Attend all scheduled appointments. While on physical limitations, visits should be a minimum of once every two weeks. Failure to have current medical support for disability may result in termination of benefits. Schedule your next appointment immediately after your doctor visit, before you leave the clinic if possible.

Obtain a Report of Workability from your physician at every appointment, a minimum of once every two weeks. M.R. 5221.0420 requires that your physician cooperate with return to work planning and that you be released to return to work at the earliest appropriate time.

Immediately following your appointment, provide a copy of the report to the designated employer representative. You should deliver this in person so that changes in work restrictions may be addressed and any questions answered.

Follow all physical restrictions at home and at work.

Report to work and perform physically suitable tasks as assigned. These may or may not be in your regular department. The work may or may not be on your usual shift.

Maintain regular, weekly, communication with your employer if you are unable to return to work. Contact your employer a minimum of after every visit with your primary health care provider. Keep the claims representative advised of your status.

Notify your employer immediately of any new injuries or conditions that impact your physical condition.

If it is necessary to miss scheduled work due to a work injury, you must be seen by your primary health care provider the same day in order to receive compensation for the time away from work. The physician must complete a Report of Workability.

**I have read my responsibilities and agree to abide by these guidelines.**

Signed: Javier Porras

Printed Name: Javier Porras



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## Important/Importante

### LOST OR STOLEN PAYCHECKS

If a paycheck is **lost** (*missing, misplaced, destroyed, lost in the mail, etc.*), you must notify your staffing recruiter that the check cannot be found. If it can be verified that the check has not been cashed, ESSG will stop payment on the check and re-issue the check to you, deducting a fee of between \$25-\$35.

If your paycheck was **stolen**, you must first file a police report before we can re-issue the check. Once you have done so, you must provide a copy of the policy report to your staffing recruiter that the check was stolen. If the check has not been cashed and if the loss of the check was not your fault, ESSG will issue a new check and no fee will be deducted.

### CHEQUES DE PAGO PERDIDOS O ROBADOS

Si un cheque de pago se pierde (que falta, fuera de lugar, destruido, perdido en el correo, etc), usted debe notificar a su reclutador de personal que el cheque no se puede encontrar. Si se puede verificar que el cheque no ha sido cobrado, ESSG se detendrá el cheque de pago y reemitir el cheque a usted, descontando un cargo de entre \$ 25 - \$ 35.

Si su cheque de pago fue robado, primero debe denunciar el robo a la policía antes de que podamos volver a emitir el cheque. Una vez hecho esto, usted debe proporcionar una copia de la denuncia a su reclutador de personal que el cheque fue robado. Si el cheque no ha sido cobrado y si la pérdida del cheque no fue su culpa, ESSG emitirá un nuevo cheque y no hay cuota se deducirá.

AGREED/SE ACUERDA—

Name/Nombre (con letra de molde):

Javier Porras

Signature/Firma:

Javier Porras



# Employee Keeps This Form

## New Health Insurance Marketplace Coverage Options and Your Health Coverage

Form Approved  
OMB No. 1210-0149  
(expires 11-30-2013)

### PART A: General Information

When key parts of the health care law take effect in 2014, there will be a new way to buy health insurance: the Health Insurance Marketplace. To assist you as you evaluate options for you and your family, this notice provides some basic information about the new Marketplace and employment-based health coverage offered by your employer.

#### What is the Health Insurance Marketplace?

The Marketplace is designed to help you find health insurance that meets your needs and fits your budget. The Marketplace offers "one-stop shopping" to find and compare private health insurance options. You may also be eligible for a new kind of tax credit that lowers your monthly premium right away. Open enrollment for health insurance coverage through the Marketplace begins in October 2013 for coverage starting as early as January 1, 2014.

#### Can I Save Money on my Health Insurance Premiums in the Marketplace?

You may qualify to save money and lower your monthly premium, but only if your employer does not offer coverage, or offers coverage that doesn't meet certain standards. The savings on your premium that you're eligible for depends on your household income.

#### Does Employer Health Coverage Affect Eligibility for Premium Savings through the Marketplace?

Yes. If you have an offer of health coverage from your employer that meets certain standards, you will not be eligible for a tax credit through the Marketplace and may wish to enroll in your employer's health plan. However, you may be eligible for a tax credit that lowers your monthly premium, or a reduction in certain cost-sharing if your employer does not offer coverage to you at all or does not offer coverage that meets certain standards. If the cost of a plan from your employer that would cover you (and not any other members of your family) is more than 9.5% of your household income for the year, or if the coverage your employer provides does not meet the "minimum value" standard set by the Affordable Care Act, you may be eligible for a tax credit.<sup>1</sup>

**Note:** If you purchase a health plan through the Marketplace instead of accepting health coverage offered by your employer, then you may lose the employer contribution (if any) to the employer-offered coverage. Also, this employer contribution—as well as your employee contribution to employer-offered coverage—is often excluded from income for Federal and State income tax purposes. Your payments for coverage through the Marketplace are made on an after-tax basis.

#### How Can I Get More Information?

For more information about your coverage offered by your employer, please check your summary plan description or contact **Employer Solutions Staffing Group LLC - 952-767-9519**.

The Marketplace can help you evaluate your coverage options, including your eligibility for coverage through the Marketplace and its cost. Please visit [HealthCare.gov](http://HealthCare.gov) for more information, including an online application for health insurance coverage and contact information for a Health Insurance Marketplace in your area.

<sup>1</sup> An employer-sponsored health plan meets the "minimum value standard" if the plan's share of the total allowed benefit costs covered by the plan is no less than 60 percent of such costs.

## PART B: Information About Health Coverage Offered by Your Employer

This section contains information about any health coverage offered by your employer. If you decide to complete an application for coverage in the Marketplace, you will be asked to provide this information. This information is numbered to correspond to the Marketplace application.

|  |  |   |                             |
|--|--|---|-----------------------------|
| 3. Employer name<br><b>Employer Solutions Staffing Group LLC</b>                                       |  | 4. Employer Identification Number (EIN)<br><b>20-8084369</b>  |                             |
| 5. Employer address<br><b>7301 Ohms Lane Suite 405</b>   |  | 6. Employer phone number<br><b>952-767-9519</b>               |                             |
| 7. City<br><b>Edina</b>  |  | 8. State<br><b>MN</b>   | 9. ZIP code<br><b>55439</b> |
| 10. Who can we contact about employee health coverage at this job?<br><b>ESSG Health Benefits Team</b> |  |   |                             |
| 11. Phone number (if different from above)<br><b>952-767-9519</b>                                      |  | 12. Email address<br><b>health@employersolutionsgroup.com</b> |                             |

Here is some basic information about health coverage offered by this employer:

- As your employer, we offer a health plan to:
  - All employees.
  - Some employees. Eligible employees are: **Site by site basis, to employees who work 30+ hours/week, 1560+ hours/year**
- With respect to dependents:
  - We do offer coverage. Eligible dependents are: **Dependents of enrolled employees working at sites that have elected insurance**
  - We do not offer coverage.

If checked, this coverage meets the minimum value standard, and the cost of this coverage to you is intended to be affordable, based on employee wages.

\*\* Even if your employer intends your coverage to be affordable, you may still be eligible for a premium discount through the Marketplace. The Marketplace will use your household income, along with other factors, to determine whether you may be eligible for a premium discount. If, for example, your wages vary from week to week (perhaps you are an hourly employee or you work on a commission basis), if you are newly employed mid-year, or if you have other income losses, you may still qualify for a premium discount.

If you decide to shop for coverage in the Marketplace, HealthCare.gov will guide you through the process. Here's the employer information you'll enter when you visit HealthCare.gov to find out if you can get a tax credit to lower your monthly premiums.

|   |
|---|
| <p>13. Is the employee currently eligible for coverage offered by this employer, or will the employee be eligible in the next 3 months?</p> <p><input type="checkbox"/> Yes (Continue)</p> <p>13a. If the employee is not eligible today, including as a result of a waiting or probationary period, when is the employee eligible for coverage? <b>Varies by site</b> (mm/dd/yyyy) (Continue)</p> <p><input type="checkbox"/> No (STOP and return this form to employee)</p> |
|---|

14. Does the employer offer a health plan that meets the minimum value standard\*?

Yes (Go to question 15)  No (STOP and return form to employee)

15. For the lowest-cost plan that meets the minimum value standard\* offered **only to the employee** (don't include family plans): If the employer has wellness programs, provide the premium that the employee would pay if he/ she received the maximum discount for any tobacco cessation programs, and didn't receive any other discounts based on wellness programs.

a. How much would the employee have to pay in premiums for this plan? **\$Varies - \$0 - \$55.38**

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

If the plan year will end soon and you know that the health plans offered will change, go to question 16. If you don't know, STOP and return form to employee.

16. What change will the employer make for the new plan year?

- Employer won't offer health coverage
- Employer will start offering health coverage to employees or change the premium for the lowest-cost plan available only to the employee that meets the minimum value standard.\* (Premium should reflect the discount for wellness programs. See question 15.)

a. How much will the employee have to pay in premiums for that plan? \$

b. How often?  Weekly  Every 2 weeks  Twice a month  Monthly  Quarterly  Yearly

Date of change (mm/dd/yyyy): \_\_\_\_\_

# Employee Keeps This Form

## NOTICE: ESSG Electronic Pay Stubs

### ATTENTION

**ESSG provides employees with electronic pay stubs. You are able to view your pay stub by using either of the following methods:**

1. You can view your check stub by logging into the employee portal at [www.MyPayESG.com](http://www.MyPayESG.com)

Your username is the first four letters of your last name followed by the last four numbers of your SSN. The log-in is case sensitive, so be sure that you capitalize the first letter of your last name.

*For example: John Woods SSN: 111-22-3333 would have a username of Wood3333*

Your password will initially be **Temp1234**, and you will be directed to change it when you first log in. Be sure to write down and keep your log-in information in a secure location. For support please email [MyPayESG@MyPayESG.com](mailto:MyPayESG@MyPayESG.com)

2. You can also receive your check stub by email by providing us with your email address on page 1 of this packet.  
\*\* Your check stub will come from [payroll@MyPayESG.com](mailto:payroll@MyPayESG.com), be sure to check spam folder.

## Empleado Toma Copiar

### ATENCIÓN

**ESSG proporciona a los empleados con los talones de pago electrónicos. Usted puede examinar su talon de pago utilizando cualquiera de los métodos siguientes:**

1. Usted puede ver su talón de cheque por la tala en el portal electrónico del empleados en [www.MyPayESG.com](http://www.MyPayESG.com)

Su nombre de usuario son las cuatro primeras letras de su apellido seguido por los cuatro últimos dígitos de su número de seguro social.

**El portal es caso delicado, asegúrese de que la primera letra de su apellido sea mayúscula.**

*Por ejemplo: Juan Garcia SSN: 111-22-3333 tendría un nombre de usuario de Garc3333*

Su contraseña inicialmente será **Temp1234**, y usted será dirigido a cambiarla la primera vez que inicie sesión. Asegúrese de anotar y guardar su información de registro en un lugar seguro. para apoyar email: [MyPayESG@MyPayESG.com](mailto:MyPayESG@MyPayESG.com)

2. También puede recibir su talón de cheque por correo electrónico , al proveir su correo electronico en la **pagina 1** de este paquete  
\*\* Su talón de cheque vienen de [payroll@MyPayESG.com](mailto:payroll@MyPayESG.com), asegúrate de revisar la carpeta de spam