

ACCOUNTABILITY FORM

I _____ as an Independent Contractor with AJ Employment Services agree to and understand that:

I AM AN INDEPENDENT CONTRACTOR FOR AJ EMPLOYMENT SERVICES; I MUST REPORT ALL INCIDENCES TO THEM AND NOT THE PROPERTY;

THAT THE PROPERTY OR PROPERTY MANAGEMENT COMPANY IS NOT MY EMPLOYER.

It is my responsibility to fax my time card to A J Employment Services at (480) 237-5965 every Friday. I understand that the appropriate site personnel must authorize all hours worked. I also understand that if I do not fax my timecard in on Friday, my paycheck will be delayed by a full payroll period.

I am responsible for reporting any change of address and/or change in phone number. All Contractors are contacted by phone for job assignments and paychecks are mailed to the most current address on file. A J Employment Services is not responsible for paychecks mailed to an incorrect address for which an address change has not been submitted in writing. Furthermore, if a check is not received in a timely manner by the Contractor, at no fault to AJ Employment Services and a replacement check is requested by the Contractor, the cost of the stop payment fee will be deducted from the Contractors' check.

AJ Employment Services' pay period begins at 12:01 a.m. Saturday and ends at 12:00 p.m. on the following Friday. Contractors are paid every other Monday following the end of each pay period.

As Contractor of AJ Employment Services I am considered a temporary Contractor who may be scheduled to work either full time or part time. Hours may vary from week to week depending on assignments available. Independent Contractors are not eligible for benefit coverage (sick, holiday, or vacation). Temporary Contractors are only paid for specific hours worked.

I understand that I am paid on a weekly basis; paychecks are cut every Friday. There is a one week to verify/process the time sheets.

I am not to accept cash, blank checks or blank money orders under any circumstances, while on an assignment

I understand that if I am found under the influence of drugs or alcohol, or violate company policies or engage in misconduct, disciplinary action may be taken including no longer given work assignments.

Carrying a weapon of any kind onto an apartment community, whether you have a permit or not, is strictly prohibited and will result in immediate discharge.

I will give at least a 24-hour notice if I am unable to report to an assignment. Contact AJ Employment Services at (480) 272-9538. If it is after regular business hours, leave a voice message. Messages are retrieved after hours and also on weekends.

A J EMPLOYMENT SERVICE WILL NOT CONTINUE TO CONTRACT THOSE WHO "NO SHOW/NO-CALL" FOR SCHEDULED ASSIGNMENTS

(Print full name)

(Signature)

Date