

KEYS, TOOLS & EQUIPMENT ACKNOWLEDGMENT

I agree that I am responsible for the items loaned to me for use at assigned properties. If any of these items is lost or stolen, I agree to pay the value of such item promptly to the property from which I received such item.

If I fail to return to the property any of the items within 24 hours of the end of an assignment, whether voluntary or involuntary, I hereby authorize my employer to deduct the value of such item from my paycheck.

I understand that it is my responsibility to request an inventory walk through with the property manager within 24 hours of the end of an assignment.

I understand that I am responsible for my own personal items such as tools, etc. and should not leave those items at an assignment. A & J Employment Services is not responsible for any such personal property and will not replace any such items if they are lost or stolen.

Applicant Name

Applicant Signature

Date