

10575 Goodwin St
 Bonita Springs
 FL 34135
 Phone: (863)225-1214
 Info@RSDstaffing.com



Employment Application

Last Name (Apellido)		First Name (Nombre)		Middle
Street Address (Direccion)				Zip Code:
City (Ciuda)		State (Estado)	Phone (Telefono)	
Do you wish to receive calls and text messages from RSD Staffing? ¿Desea recibir llamadas y mensajes de texto de RSD Staffing?				Yes: No:
Are you a U.S. citizen or authorized to work in the U.S. without restrictions? ¿Es usted ciudadano de EE. UU. o está autorizado para trabajar en EE. UU. sin restricciones?				Yes: No:
Have you ever been convicted of a felony?* (Conviction won't disqualify you from employment.) ¿Ha sido condenado alguna vez por un delito grave?* (La condena no le descalificará del empleo.)				Yes: No:
Emergency Contact Name: Nombre del Contacto de Emergencia:		Emergency Contact Number: Número del Contacto de Emergencia:		

I agree to comply with the rules and regulations of RSD Staffing. I understand that my employment may be terminated at any time, by either RSD Staffing or myself, with or without notice, and for any reason. Should I become injured or fall ill during work, I will promptly report the incident to RSD Staffing. In the event of a work-related injury or illness, I may be required to undergo testing for drugs or alcohol. Refusal to submit to such testing could lead to dismissal. I acknowledge that I am applying for temporary work assignments with RSD Staffing, not its clients. My role is temporary, non-permanent, and seasonal. Throughout my assignment, I will be employed by RSD Staffing and not the client. Upon the completion of my assignment, I am aware that I must report back to RSD Staffing to be considered available for future work assignments.

Sexual and Other Unlawful Harassment

We are committed to providing a work environment that is free from discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, or any other legally protected characteristic will not be tolerated. Harassment is a form of employee misconduct that is harmful to others, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wishes to report an incident of harassment should promptly inform their supervisor. Employees can raise concerns and make reports without fear of reprisal.

Transportation and Equipment Fees

RSD Staffing has the right to charge you for the following
 Transportation to and from job sites (\$1.50 Each Way).

Equipment Fees if not returned by End of Day
 Hard Hats (\$5), Safety Glasses (\$2), Vest (\$4), Shovels/Brooms (\$10), Gloves (\$3).

Employee also acknowledges they will go online and read our Employee Handbook.
 Paper copies of Handbook will be provided upon request.

Signature

Date

RSD Staffing - Safety Policies

- Report any injury to your employer / supervisor immediately. You will be required to take a post accident drug test and fill our post accident paperwork.
- Report any observed unsafe condition to your employer / supervisor.
- The drinking of alcoholic beverages, the use of controlled substances, and / or the use of illegal substances is not permitted on the job. Any employee discovered under the influence of alcohol or drugs will not be permitted to work and will be terminated immediately.
- If you do not have current First Aid Training do not move or treat an injured person unless there is immediate peril, such as profuse bleeding or stoppage of breathing.
- Appropriate clothing and footwear must be worn on the job at all times.
- Where there exists the hazard of falling objects, an approved hard hat must be worn.
- You should not perform any task unless you are trained to do so and are aware of the hazards associated with that task.
- You may be assigned certain personal protective safety equipment. This equipment should be available for use on the job, be maintained in good condition, and worn when required.
- Learn safe work practices. When in doubt about performing a task safely, contact your supervisor for instruction and training.
- The riding of equipment not designated for that purpose is prohibited at all times.
- Never remove or bypass safety devices.
- Do not approach operating machinery from the blind side; let the operator see you.
- Maintain a general condition of good housekeeping in all work areas at all times.
- Obey all traffic regulations when operating vehicles on public roadways.
- When operating or riding in a company vehicle or using your personal vehicle for business purposes, the vehicle's seat belt shall be worn.
- Be alert to hazards that could affect you and your co-employees.
- Obey safety signs and tags.
- Always perform your assigned task in a safe and proper manner, do not take shortcuts. The taking of shortcuts and the ignoring of established safety rules is a leading cause of injury

Employee Agreement

- Although there is no way to identify every possible violation of standards of conduct, the following is a partial list of infractions which will result in corrective action up to and including termination of employment. NOTE PROVIDING THIS LIST DOES NOT CHANGE THE AT WILL NATURE OF YOUR EMPLOYMENT AND ANY EMPLOYEE MAY BE TERMINATED OR MAY RESIGN AT ANY TIME WITH OR WITHOUT CAUSE OR NOTICE.
- Any "no show / no call" for a scheduled assignment / job position. Not reporting to or completing a scheduled assignment / job position.
- Walking off the job during an assigned / scheduled shift. (Unless the job is hazardous to your health or the client asks you to do something that is illegal)
- Poor attendance or tardiness during a job assignment.
- Falsifying the employment application, timecard, personnel or any other company documents and records.
- Unauthorized possession of company or employee property, carrying weapons or explosives or violating criminal laws while on company premises.
- Uncooperative, disrespectful or insubordinate attitude toward co-workers, staff or clients.
- Sleeping on the job, use of illegal drugs or alcohol, carrying any type of firearm or weapon.
- Theft of money or property of any kind.
- Threatening, intimidating, coercing, harassing, using abusive or vulgar language, or interfering with the performance of other employees.
- Damaging, vandalizing, or destroying company or customer property due to careless or willful acts.
- Conduct which company feels reflects adversely on the employee or company.
- I understand and agree that violations outlined above are cause for immediate and justified termination of any employment with the company.

By Signing Below - You agree to the Safety Policies and Employee Agreement.

Employees also acknowledge they will go online and read our Employee Handbook. Paper copies of the Employee Handbook will be provided upon request.

Name: _____ Signature: _____ Date: _____

Employee's Withholding Certificate

Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.

Give Form W-4 to your employer.

Your withholding is subject to review by the IRS.

2025

Step 1: Enter Personal Information	(a) First name and middle initial	Last name	(b) Social security number
	Address		Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to www.ssa.gov .
	City or town, state, and ZIP code		
	(c) <input type="checkbox"/> Single or Married filing separately <input type="checkbox"/> Married filing jointly or Qualifying surviving spouse <input type="checkbox"/> Head of household (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

TIP: Consider using the estimator at www.irs.gov/W4App to determine the most accurate withholding for the rest of the year if: you are completing this form after the beginning of the year; expect to work only part of the year; or have changes during the year in your marital status, number of jobs for you (and/or your spouse if married filing jointly), dependents, other income (not from jobs), deductions, or credits. Have your most recent pay stub(s) from this year available when using the estimator. At the beginning of next year, use the estimator again to recheck your withholding.

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

(a) Use the estimator at www.irs.gov/W4App for the most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; **or**

(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; **or**

(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependent and Other Credits	If your total income will be \$200,000 or less (\$400,000 or less if married filing jointly):		
	Multiply the number of qualifying children under age 17 by \$2,000 \$ _____		
	Multiply the number of other dependents by \$500 \$ _____		
	Add the amounts above for qualifying children and other dependents. You may add to this the amount of any other credits. Enter the total here	3	\$ _____
Step 4 (optional): Other Adjustments	(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income	4(a)	\$ _____
	(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here	4(b)	\$ _____
	(c) Extra withholding. Enter any additional tax you want withheld each pay period	4(c)	\$ _____

Step 5: Sign Here	Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.		
	Employee's signature (This form is not valid unless you sign it.)		Date

Employers Only	Employer's name and address	First date of employment	Employer identification number (EIN)



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4. , enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee					Today's Date (mm/dd/yyyy)	

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	<p>Additional Information</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	<p><input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.</p>				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code		
				Today's Date (mm/dd/yyyy)

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.