



EMERGENCY CONTACT

PERSONAL INFORMATION

Date: _____

Name: _____

Address: _____

Home Phone #: _____ Cell Phone #: _____

IN CASE OF EMERGENCY CONTACTS

1. Name: _____ Relationship: _____

Address: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

2. Name: _____ Relationship: _____

Address: _____

Home Phone #: _____

Cell Phone #: _____

Work Phone #: _____

Additional Information (Voluntary)

Medical Alerts/Allergies (Food, Medication, Insects, ect):



DIRECT DEPOSIT AUTHORIZATION

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I, _____ hereby authorize Top Notch Tree Service, LLC to directly deposit my pay in the bank account listed below.

I have attached a voided personal check (checking accounts) or deposit slip (savings accounts) for my account specified below.

ACCOUNT INFORMATION (Check only one)

- Checking (attached voided check)
- Savings (attach deposit slip and obtain ABA routing number from your bank)

Financial Institution: _____

Street Address: _____

City, State and Zip Code: _____

Telephone: _____

Account Number: _____

ABA (Routing) Number: _____

This authorization is to remain in force until Top Notch Tree Service, LLC has received written authorization from me of its termination or change. Also, I hereby grant Top Notch Tree Service, LLC the right to correct any such electronic funds transfer resulting from an erroneous overpayment by debiting my account to the extent of such overpayment.

Name (PRINT): _____

Signature: _____ Date: _____



UNDER 18 WORK POLICY

In order to ensure the safety of our minor employees and to comply with state and federal regulations regarding prohibited work for this age group, Top Notch Tree Service, LLC has adopted the following policy for all employees working with and regarding those under the age of 18 years old.

- Employees under the age of 18 years old are prohibited from driving all company vehicles.
- Employees under the age of 18 years old are prohibited from operating all heavy equipment including skid loaders, excavators, and forklifts.
- Employees under the age of 18 years old are prohibited from operating all company-powered saws including chain saws, chop saws, hedge trimmers.
- Employees under the age of 18 years old are prohibited from operating a lift or hoisting machine.
- Employees under the age of 18 years of age are prohibited from mixing or applying chemicals with an EPA number.

All small engine lawn maintenance equipment will be allowed, including but not limited to: zero-turn lawn mowers, push mowers, string trimmers, leaf blowers, and power rakes.

According to the Minnesota Department of Labor and Industry:

- All employees under the age of 18 years old are prohibited to work in or around sand or gravel pits and construction or building projects.
- All employees under the age of 18 years old are also prohibited to work in building maintenance or repair higher than 12 feet above ground or floor level.

The exception to these work limitations is a 17-year-old high school graduate.

I acknowledge that I have received a written copy of the Under 18-Work Policy. I fully understand the policy and agree to abide by the terms, and I am willing to accept the consequences of immediate termination for not following the policy.

Employee Signature

Date



SOCIAL MEDIA CONSENT

I, _____, grant permission to Top Notch Tree Service, LLC, hereinafter known as the "Media" to use my image (photographs and/or video) for use in Media publications including:

- Videos
- Recruiting Brochures and Print Materials
- General Publications
- Website and/or Affiliates
- Social Media and Digital Advertising

I hereby waive any right to inspect or approve the finished photographs or electronic matter that may be used in conjunction with them now or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image.

Please initial the paragraph below which is applicable to your present situation:

- I am 18 years of age or older and I am competent to contract in my own name. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.
- I am the parent or legal guardian of the below-named child. I have read this release before signing below, and I fully understand the contents, meaning, and impact of this release. I understand that I am free to address any specific questions regarding this release by submitting those questions in writing prior to signing, and I agree that my failure to do so will be interpreted as a free and knowledgeable acceptance of the terms of this release.

Signature: _____ Date: _____

Name (please print): _____

Address: _____

Signature of parent or legal guardian: _____

(if under 18 years of age)