



ENGINEERING RESOURCE GROUP INC.

101 Gibraltar Drive, Morris Plains, NJ 07950

Phone: (973) 490-7000 Fax: (973) 490-1957

www.EngineeringResource.com

#1 in New Jersey
ENGINEERING STAFFING

New Employee - Employment and Payroll Forms

Please print the forms, fill out, sign, and send back to us to the **attention of Leigh Davis**, by:

- Regular mail to the above address, or
- Fax to (973) 490-1957, or
- Scan and e-mail to Forms@EngineeringResource.com

We must receive these forms prior to your employment start date.

1. ERG Employment Application and Verification Form

2. Homeland Security I-9 Form

- a) Complete and sign **Section 1 only**. We will fill in Section 2.
- b) Don't forget to include copies of your ID documents

3. IRS W-4 Form

Note that after you complete your worksheet, the number of allowances from line H needs to go on Line 5

4. Emergency contact form

5. Information and agreement regarding handling of machinery

6. Direct Bank Deposit form for your payroll checks

Note: **There is no charge to you** for this service

7. Employee notices acknowledgement

There are two additional items for your information only:

1. Information regarding alternatives to using the standard multi-part time cards:
 - a. Where to download the Time Card for Faxing
 - b. Where to download our **Electronic Time Card (this is the preferred method)**
2. Sample of Time Card for Faxing

Note:

You will receive information and enrollment forms regarding our health and dental insurance and our 401(k) plan at a later time, as you approach eligibility.



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Employment Application & Verification

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non job-related medical condition or handicap, or any other legally protected status. We are an equal opportunity employer.

First Name	Middle Initial	Last Name				
Address	City	State Zip Code				
Home Phone Number	Cell Phone Number	E-Mail Address				
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Social Security Number</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>			Social Security Number			
Social Security Number						

EMPLOYMENT EXPERIENCE (Complete all sections, do not write "refer to resume")

Employer (Present or Last Job)	Phone No. ()	Employed	Your Responsibilities
		From	To
Address (City/State)			
Your Title		Base Salary:	
		First	Last
Reason For Leaving			
Name of Supervisor	Title of Supervisor	<input type="checkbox"/> Check this box if you do not want this supervisor to be contacted	
Name of Department Manager	Title of Manager	<input type="checkbox"/> Check this box if you do not want this manager to be contacted	

Previous Employer	Phone No. ()	Employed	Your Responsibilities
		From	To
Address (City/State)			
Your Title		Base Salary:	
		First	Last
Reason For Leaving			
Name of Supervisor	Title of Supervisor	<input type="checkbox"/> Check this box if you do not want this supervisor to be contacted	
Name of Department Manager	Title of Manager	<input type="checkbox"/> Check this box if you do not want this manager to be contacted	

Next Previous Employer	Phone No. ()	Employed		Your Responsibilities
		From	To	
Address (City/State)				
Your Title	Base Salary:			
	First	Last		
Reason For Leaving				
Name of Supervisor	Title of Supervisor		<input type="checkbox"/>	Check this box if you do not want this supervisor to be contacted
Name of Department Manager	Title of Manager		<input type="checkbox"/>	Check this box if you do not want this manager to be contacted

EDUCATION

Degree	Curriculum	Year Completed	School/Location	GPA, e.g. 3.2/4.0
				/
				/
				/

I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application or for my immediate discharge should such falsification or misrepresentations be discovered after I am employed.

I hereby consent to the verification by Engineering Resource Group of all the information I have provided on this application, including my current employer, unless otherwise indicated. This consent includes, but is not limited to Engineering Resource Group contacting as references, the supervisor, and department manager given in this application. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorizations necessary for Engineering Resource Group to obtain access to and copies of records pertaining to this information. With regard to the foregoing disclosures, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying Engineering Resource Group with information it may request pursuant to this release.

I also authorize Engineering Resource Group to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release Engineering Resource Group from any and all liability for its providing this information.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I also understand that if I receive an offer of employment, such offer may be conditioned upon the successful completion of a physical examination, including drug-screening, by an Engineering Resource Group designated physician and laboratory.

I understand that nothing in this employment application, any subsequent offer letter, in policy statement or personnel guidelines, or in my communications with any Engineering Resource Group official is intended to create an employment contract between Engineering Resource Group and me. I also understand that if I am employed by Engineering Resource Group, my employment can be terminated, with or without cause at any time, at the option of Engineering Resource Group, an Engineering Resource Group client company ("co-employer"), or myself. It's also understood that no individual or representative of Engineering Resource Group other than an officer thereof, has any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

X _____
Signature of Applicant

Date



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Emergency Contact Form

Employee Name: _____

Address: _____

City, State, Zip _____

Primary emergency contact:

Name: _____

Relationship: _____

Home Phone #: _____

Work Phone#: _____

Mobile Phone #: _____

Secondary emergency contact:

Name: _____

Relationship: _____

Home Phone #: _____

Work Phone#: _____

Mobile Phone #: _____

In case of emergency, ERG Inc. is authorized to contact the above named contacts.

X _____
Employee Signature

Date



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Handling of machinery, mechanized equipment & other dangerous work situations

Please be aware that Engineering Resource Group, Inc.'s workers' compensation insurance covers employees engaged in working as engineers, engineering technicians, electronics assemblers, designers / drafters and general desk work. Our company policy does not permit employees to work with machinery or mechanized equipment, lift heavy objects or other work that can be defined as "dangerous" work.

Engineers, engineering technicians, electronics assemblers, QA inspectors, designers and drafters naturally do and are allowed to work with normal engineering electronics, diagnostic equipment, walking around plants etc., as long as they are not handling "dangerous equipment" or are being exposed to "dangerous" situations.

Specifically you are **not** authorized to:

- Be in contact with machinery / mechanized equipment
(Handling equipment that is used in electronics testing or assembly is permitted.)
- Lift objects heavier than 50 lbs.
- Be in contact with dangerous chemicals or substances
- Climb ladders, cell towers, etc.
- Be present on an active construction site.

In the event that you are asked by your supervisor to perform any of the above, please make the supervisor aware that you are not permitted to work with this kind of equipment or in this kind of situation. In the unlikely event that your supervisor has questions or issues about this, please give us a call and we will discuss it further with you, and if need be, with the supervisor. Also, please give us a call if you need to clarify what is and is not considered "dangerous". Ask to speak with Jim Terkovich, President.

Please sign below and return to our office in the enclosed envelope to acknowledge that:

1. You understand our policy regarding worker's compensation
2. You will comply with the above policy

Employee Name (please print): _____

Employee Signature: X _____

Date Signed: _____



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Direct Bank Deposit Authorization Form

Engineering Resource Group, Inc. offers payroll direct deposit.
If you are interested in direct deposit, please complete the information below.

Name: _____

Address: _____

City, State, Zip: _____

I authorize Engineering Resource Group, Inc. to initiate electronic credit entries into my checking account each pay period, and, if necessary, debit entries and adjustments for any credit entries that are in error.

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain until I have cancelled it in writing.

Bank name: _____

Bank address, city, state, zip: _____

Checking account number: _____

Bank routing number: _____

(Bank routing number is to the left of the account number)

**** ALSO, PLEASE ATTACH A COPY OF A VOIDED CHECK ****

Signature: _____ Date: _____

No thanks, I am not interested in direct deposit at this time. If I reconsider in the future, I will let you know in writing.



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Employee Notices Acknowledgement

Please be advised that all statutory and employer-of-record notices are posted on our website for your convenience.

To view these notices, go to our website: www.EngineeringResource.com

Under the “**Contract Employee Forms**” tab, click on “[Employee Notices](#)” for a PDF of all notices. They include information on unemployment compensation, temporary disability benefits, family leave insurance, workers’ compensation, etc.

Please sign below and return this form to our office to acknowledge that:

- You were able to access and read these notices.
- If there are new notices or revisions to current notices, we will e-mail them to the e-mail addresses you provide below.

Employee Name (please print): _____

Employee Signature: _____

Date: _____

Primary Home Email Address: _____

Work Email (if available): _____

If you are unable to access and read the notices electronically, check this box and the current notices (and any new notices or updates) will be physically mailed to you.

For your convenience:

Instead of using our regular multi-part time card, you may use:

1. Paper Time Card for Faxing or Scanning & Emailing

You can print it directly from our website

www.EngineeringResource.com

- **Contract Employee Forms TAB**
- **Paper Time Card – For Faxing**
- Fill it out, have it approved, fax to (973) 490-1957
- Or scan and email to: TimeCard@EngineeringResource.com

2. Electronic Time Card (Preferred Method)

Download it from our website (requires MS Excel)

www.EngineeringResource.com

- **Contract Employee Forms TAB**
- **Electronic Time Card**
- Fill it out, forward to your manager, manager forwards to us
- Full directions on the timecard

We encourage you to use the **Electronic Time Card**

- It's easy
- Results in less errors
- You don't have to find your manager to sign it
- You don't have to find a fax machine
- You have an electronic record of it

Note:

If your assignment is at a certain client company (e.g., Alcatel Lucent, ITT Exelis, Lockheed, Stryker, etc.) you will use their electronic time tracking system, and you will not use any ERG time cards at all.

