



**A-Line Greetings**  
Tel: 1-800-790-1280 Fax: 1-800-771-7633  
Email: customerservice@alinegreetings.com  
Website: www.ALineGreetings.com

## PERSONAL INFORMATION

Legal Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
\_\_\_\_\_  
E-Mail: \_\_\_\_\_  
\_\_\_\_\_  
Social Insurance #: \_\_\_\_\_  
Date of Birth (mmddyyyy): \_\_\_\_\_ Fax #: \_\_\_\_\_  
Date Hired (mmddyyyy): \_\_\_\_\_ Service Area: \_\_\_\_\_  
Contract Rate/Salary: \_\_\_\_\_ Vehicle/Expense Allowance: \_\_\_\_\_

**A Void Cheque, Direct Deposit Slip from your bank or ADP Direct Deposit Form will also need to be attached along with copies of 2 ID's one of which should be photo ID**

### Bank Information –

Bank # (3 digits) \_\_\_\_\_ Bank Name: \_\_\_\_\_  
Transit # (5 Digits) \_\_\_\_\_ Bank Address: \_\_\_\_\_  
Account # \_\_\_\_\_

Your Employment is subject to a 3 Month Probation period in accordance with our probationary policy below and can also be found on our website under internal forms.

I confirm that I will never discuss or divulge any information which may become available to me regarding A-Line Greetings business dealings with customers and I also agree that I will not provide service to any competing greeting card supplier or their customers while also servicing accounts on behalf of A-Line Greetings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **2-2 PROBATIONARY EMPLOYMENT PERIOD**

### **Scope**

These Policies and Procedures apply to all A-Line Atlantic Inc. employees.

### **Policy**

A probationary period of at least 3 (three) months will apply to all new staff and to any staff who transfer into new positions within the company, regardless of their length of service in another area or department.

### **Procedure**

At regular periods during the first 3 (three) months in a new position, Management or designate will meet with the employee to discuss their progress to date.

If Management is not completely satisfied with the progress achieved in the first three months but feels the employee would be successful with additional training, the probationary period may be extended for an additional three months at the sole discretion of the supervisor.

If Management is not satisfied with the progress achieved in the first three months and feels the employee would not be successful with additional training, the employment arrangement will be terminated.

Employees will be given written confirmation of their extended probationary period and/or their change to permanent status as applicable.

During the first three months of employment, new employees may be terminated for any reason, with or without cause, in which case A-Line will have no obligations to the employees to provide notice or pay in lieu of notice.

Existing employees who have transferred into a position, but who are not successful in completing the probationary period, will be either transferred back to the previous position, if that position has not yet been filled by another employee, or terminated from employment with A-Line in accordance with our Termination of Employment Policy.

Vacation benefits will accrue during the probationary period (Please refer to Vacation policy).

### **End of Policy**