



Candidate Experience (Desktop & Mobile Friendly):

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- ❖ ATS = Applicant Tracking System; Tempworks or Bullhorn
- ❖ BGSF Website = <https://bgsf.com/>
- ❖ Able = Onboarding Platform; Tempworks Recruiter Login - <https://recruiterlogin.bgstaffing.com/Tempworks>

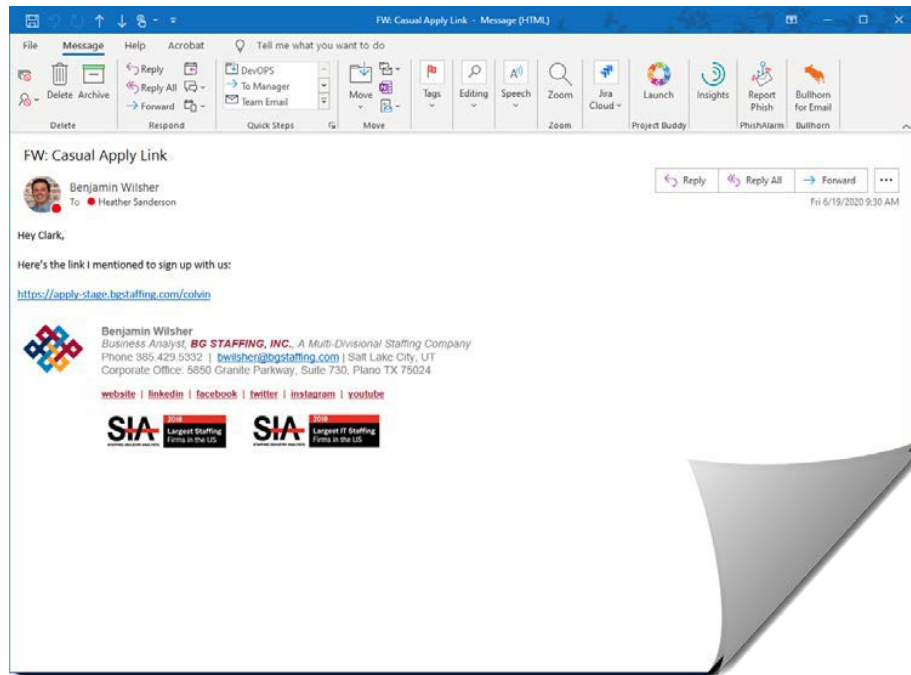
Casual Apply Process

Casual Apply allows a candidate that you have identified and spoken with to quickly apply with a link that you provide to them and will create/update them in the ATS. The resume is optional to upload for Real Estate and Light Industrial Division & required for our Professional Division. Once your candidate applies, they will be created or updated in the ATS and you will be notified by email to either your email address or your branch shared inbox, depending on which URL you give them.

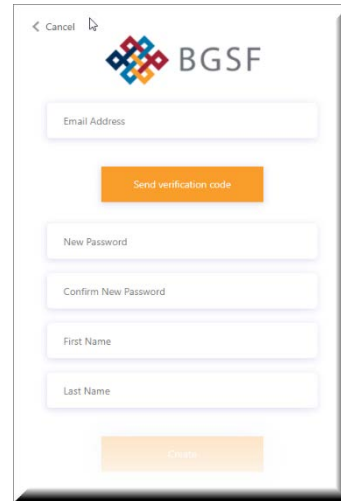
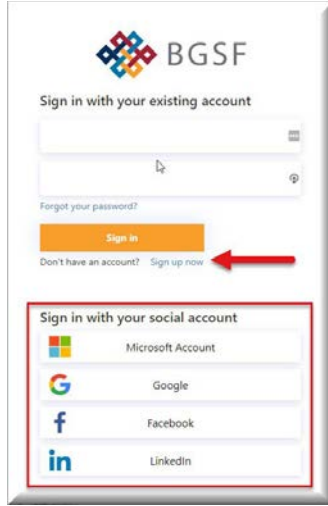
If the candidate already exists in the ATS, they should register with the same email address we have on file for them for that same record to be updated. If you are talking with the candidate and they have changed their email address, you should update it in the ATS before sending the link.

A NEW Candidate will need to either Register & Apply by using the Casual Apply Link OR applying directly to one of your job postings.

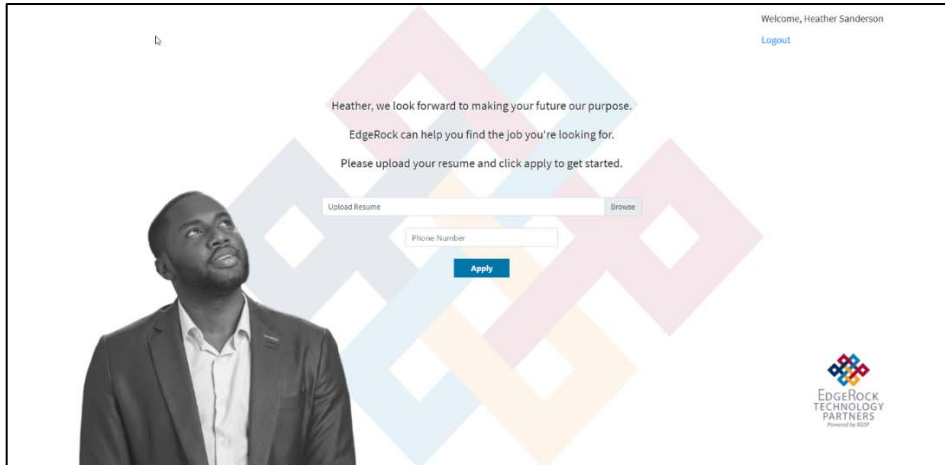
1. You will provide the candidate with your branch URL link ([click here to get your link](#)) and have them click it to apply.
TIP: You can give them the link via phone, email, text OR include your URL in your signature line.



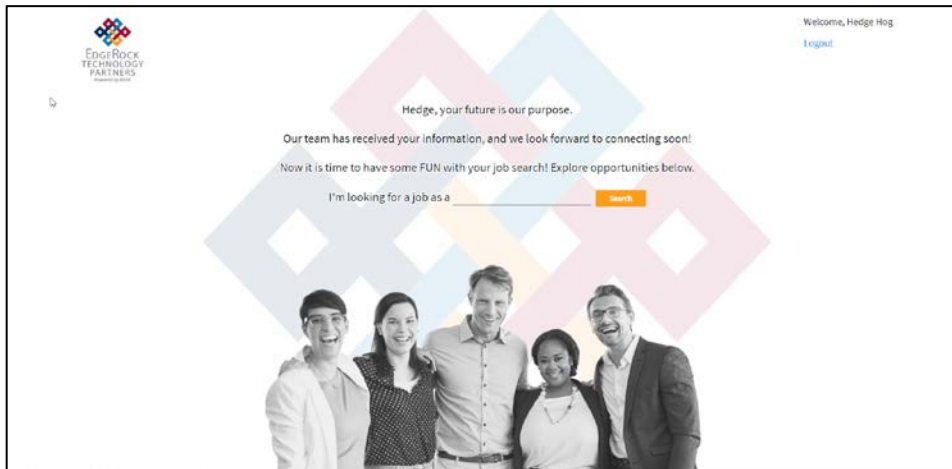
2. Candidate will click on the link you provide to them and they will be taken to the BGSF Sign In/Up Page.
3. Click on the blue hyperlink "Sign up now".
 - a. They will complete the fields for Email Address and click on Send Verification Code (they will receive the verification code immediately in their email inbox). Once they enter the verification code, they will set their Password and enter First Name, Last Name > Click Create.

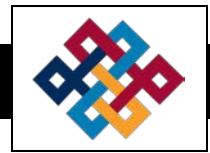


4. The Upload Resume page will display (Resume is Required for Professional Division; Resume is NOT Required for Real Estate & Light Industrial Division).
 - a. Candidate can either click the Browse button to select their resume to upload (file types accepted = doc, docx, txt)
 - b. OR they can skip this if it is Optional (Real Estate or Light Industrial)
 - c. Click Apply – Once they click Apply this will create them in the ATS.

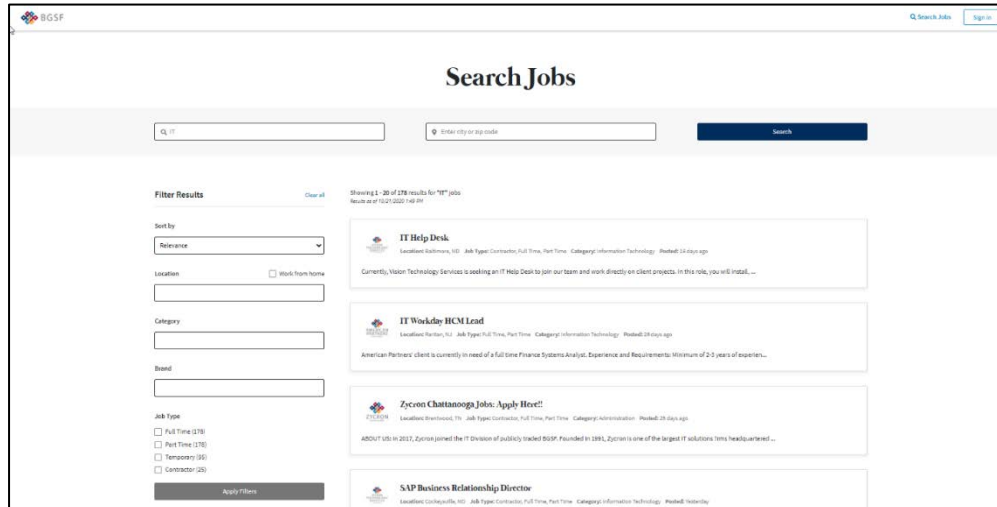


5. Mad Lib Screen will then display and allow the Candidate to search for a job using the keyword search.





- The candidate will be re-directed back to the BGSF website and will be able to view the Job Postings based on the Keyword they entered on the Mad Lib search and can now continue to apply & search jobs.

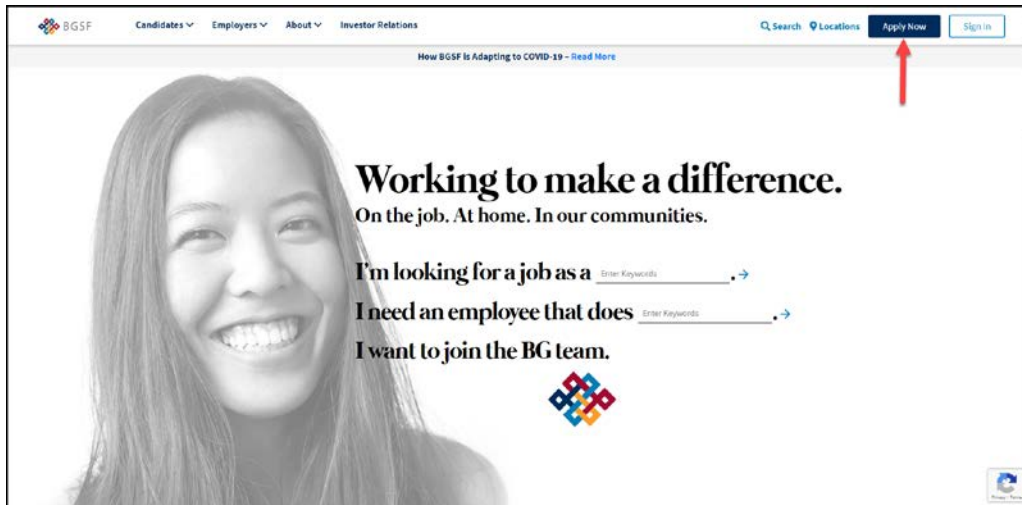




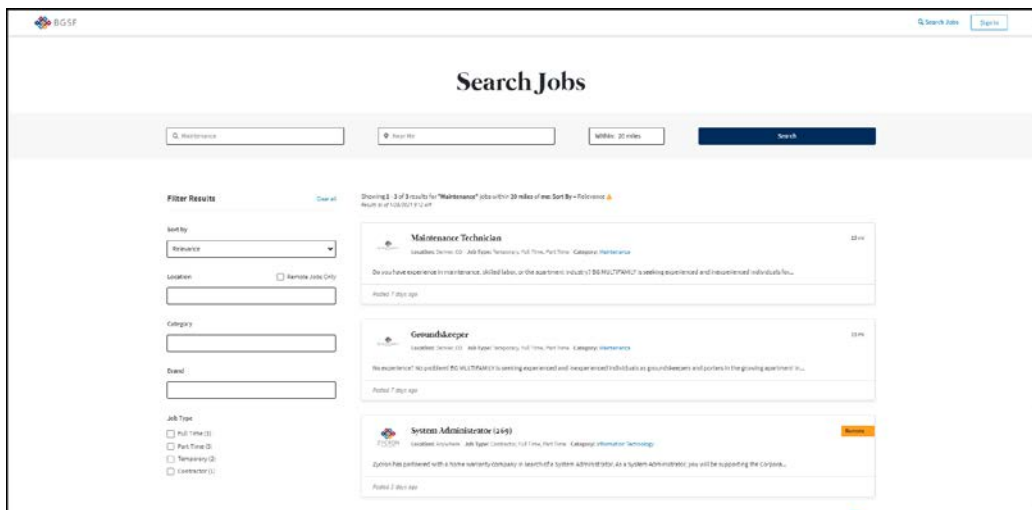
Job Posting Apply Process

The Job Posting Apply process is similar to the Casual Apply process above. When the candidate applies to a job posting for the first time, this will create them in the ATS under the branch location where the Job Posting was created from. Candidates can apply to multiple job postings.

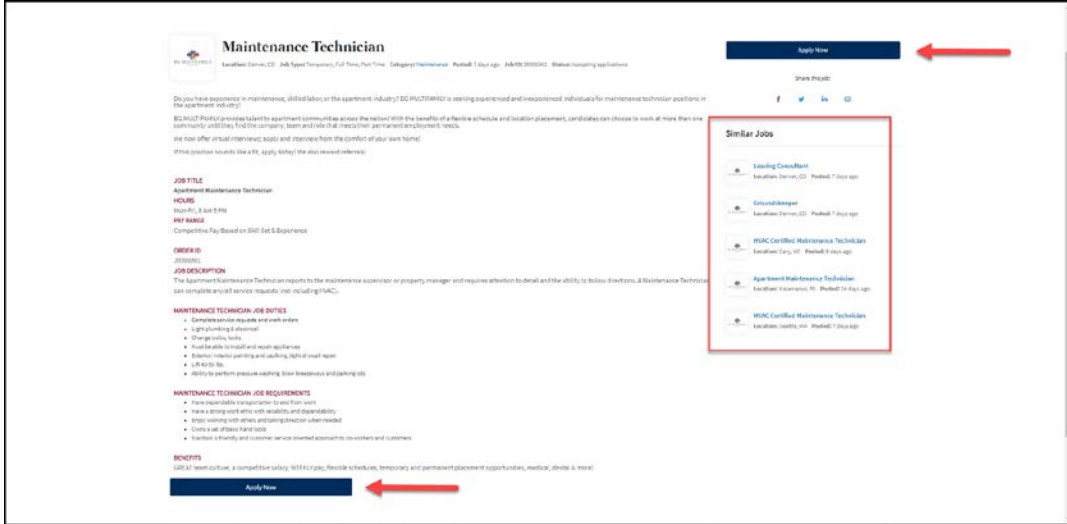
1. Candidate will go to the BGSF.com website and click on the Apply Now button on the top right-hand corner of the home page to access the job postings.



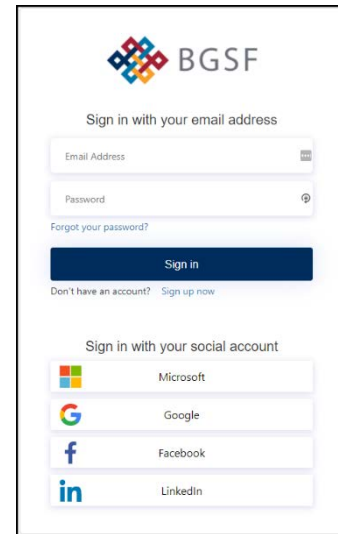
2. The Candidate can search jobs on the BGSF Job Board by Keyword Search or Location. They can then sort by Relevance, Distance, Date Posted and filter by Location, Remote Jobs, Category, Brand or Job Type.



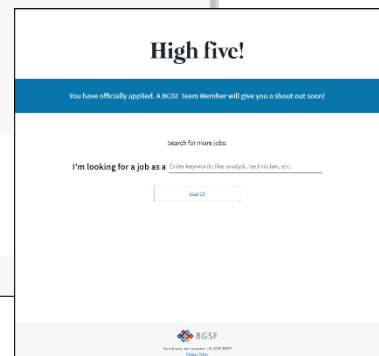
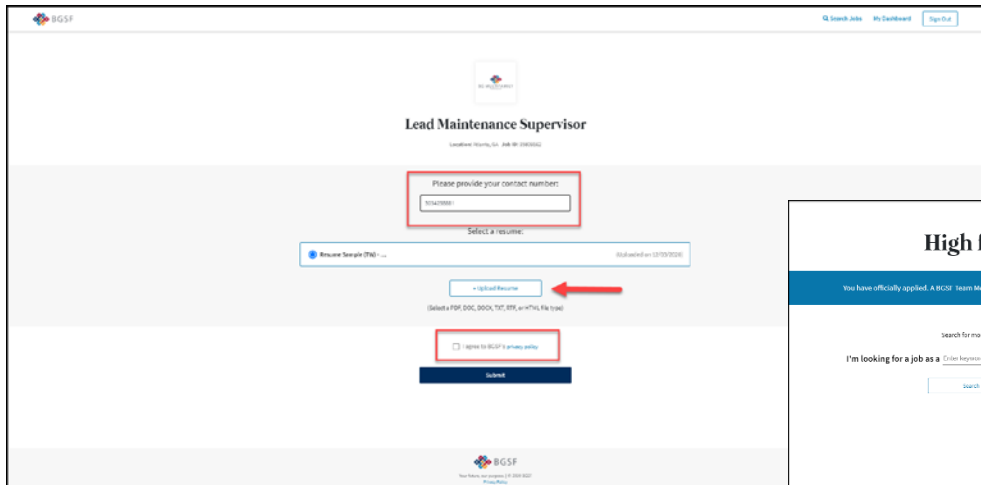
3. The Candidate can click on any Job Posting Card to view the detailed job posting. The detailed job posting will include the Location, Job Type, Category, Date Posted, Job ID = this is the ATS Job Order ID #, Status, Job Description and Similar Jobs. To apply, the Candidate will click on Apply Now.



- Once the Candidate clicks on Apply Now, they will be prompted to either Sign in or Sign up now with a new account. They will follow the same instructions for registering as Casual Apply.



- Once signed in the Candidate will be prompted to enter in a required phone number, upload a resume (Optional for RE and LI) and check mark the Privacy Policy box. Once they click submit they will be created in the ATS and directed to the Mad Lib Job Search page.





Candidate Dashboard & Accessing Able Docs

The Candidate can access their Application & Onboarding Docs from the Candidate Dashboard on the BFSF.com website. They will also be sent an email with the link to sign in and access their docs. The dashboard allows the Candidate to access the following:

- Access any Notifications or New Able Documents sent to them – they will click on “Click to View” link next to View your completed documents
- View Jobs Applied To
- View Saved Jobs – jobs that they saved during searching
- Manage Job Alerts – an email can be sent to them on a Daily, Weekly or Monthly basis with all new job postings that match their search criteria
- Manage Active Resumes – they can also archive old resumes
- Change their Password

Welcome back, Heather!

Applied Jobs (6)

Title	Job ID	Date Applied
Property Watch	TW-35542205	Thursday, October 29, 2020
Zycron Chattanooga Jobs: Apply Here!!	BI-49829	Thursday, October 15, 2020
Commercial Property Administrator	TW-35929544	Thursday, October 15, 2020
Social Distancing Attendant	TW-35929868	Thursday, October 15, 2020
Lead Maintenance Supervisor / Service Manager	TW-35815458	Monday, October 5, 2020
Lease Administrator	TW-37080375	Monday, October 5, 2020

Saved Jobs (3)

Job Alerts (9)

Notifications

Monday, October 5, 2020

- View your completed documents. [Click to view](#)

Your profile

Full name: Heather Sanderson
Email: heather.sanderson26@gmail.com
[Change Password](#)

Active Resumes

Title	Uploaded On
ResumeSample.docx	October 15, 2020

[Archive](#)

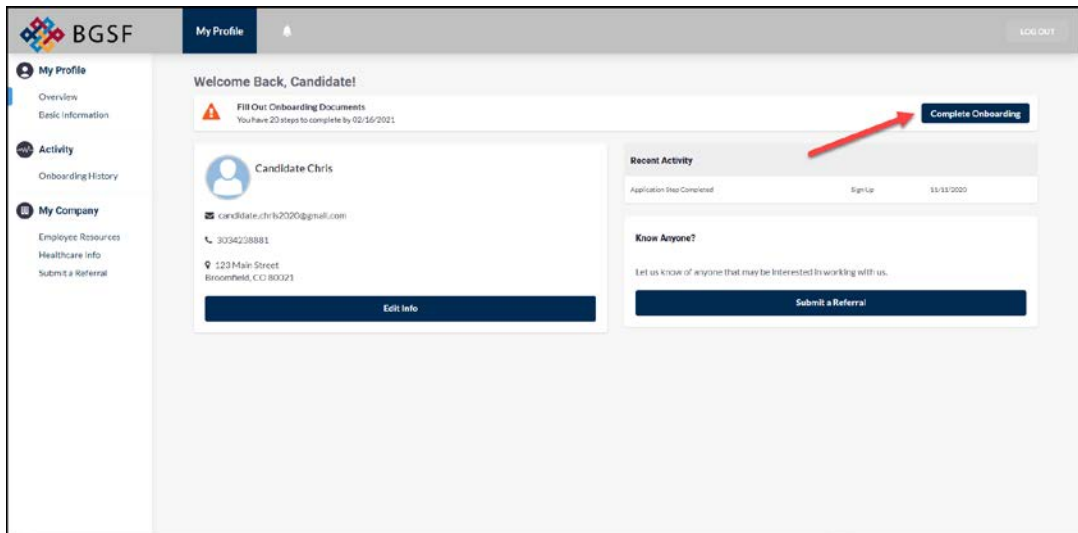
TIP: If there are no Notifications for the Onboarding Docs on their dashboard, that means that the Recruiter has not sent the Application & Onboarding package to the candidate. If the package has been sent and they still can't see any notifications, please reach out to support@bgstaffing.com to open a Service Desk Ticket.



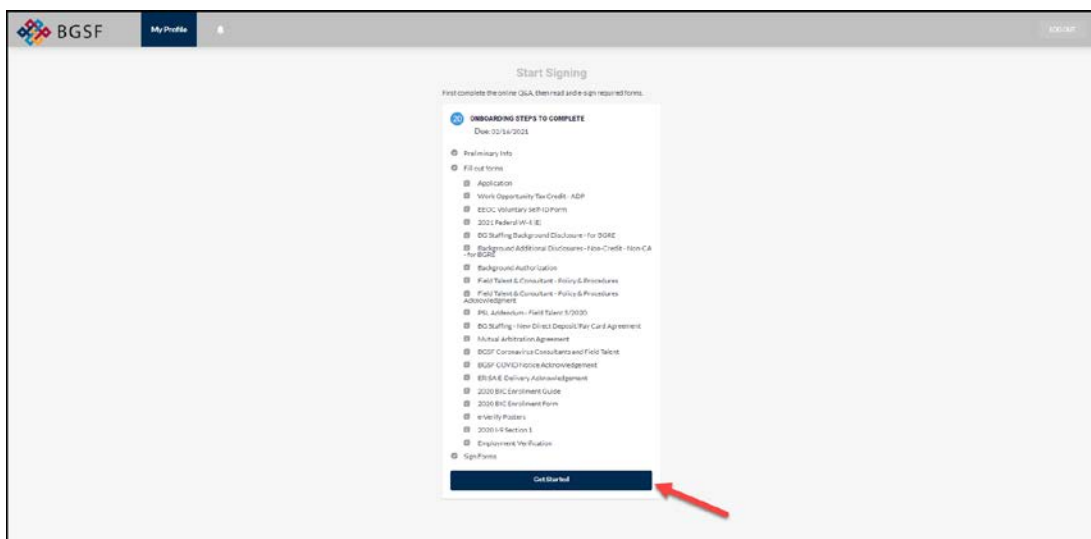
Completing the Application & Onboarding Documents via Able

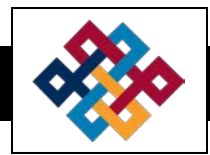
Able is the web platform where all of the Application & Onboarding Documents are accessed. Pre-selected package workflows and individual forms can be sent to the Candidate or Employee within Able. Once docs are sent the Candidate or Employee can access the documents via the BGSF.com website from their dashboard.

1. Candidate will sign into their BGSF account via <https://bgsf.com/> and access their docs on their Dashboard. Once they click to access docs, they will be directed to the Able platform where they will click on “Complete Onboarding” to fill out their documents. The Candidate does NOT need to sign in again when accessing docs.



2. The list of Onboarding Steps will then display with a list of documents to be completed. The Candidate will click “Get Started” to proceed.





3. The list of documents to be completed will be listed on the left-hand side of the screen. Once they enter in the info they can click Next to go to the other documents. The following fields are required:
 - a. Legal First Name
 - b. Legal Middle Name – if they do not have a middle name, they can click the box below
 - c. Legal Last Name
 - d. Street Address
 - e. City
 - f. State/Province
 - g. Zip
 - h. Email Address
 - i. Preferred Phone
 - j. Social Security Number
 - k. Date of Birth

TIP: If the Candidate uploaded a resume when they applied, it will pre-populate any information on their resume, reducing the data entry for the candidate. If any fields that are required are left blank, then there will be an alert at the bottom of the page indicating how many fields are left to complete.

4. Once “Next” is clicked, then the Candidate will be taken to their documents. Each field/question that the Candidate enters will be populated onto the PDF documents when they go to sign them. If a Candidate had previously entered in Info and clicked on “Save and Exit”, their information will be saved to their onboarding docs, except for any payroll data (SSN or DOB). There will be a counter at the bottom of the page indicating how many more fields the candidate needs to complete.



Fill out forms

The following information is needed to complete your onboarding forms.

Once you click Finish and Sign we will automatically fill out your forms for you to review and E-Sign.

Application

* How did you hear about us?

BG Website

* All offers of employment are conditioned upon your ability to provide evidence of your right to be legally employed in the U.S.
Are you currently eligible to work in the U.S., and authorized to work for this Company on an ongoing indefinite basis?

Yes No

* Will you now or in the future require sponsorship by this Company to attain or maintain your employment eligibility?

Yes No

* JOB INFORMATION

Position Applying For:

Groundskeeper

* What shift(s) are you able to work?

1st Shift

2nd Shift

3rd Shift

* Date Available:

11/23/2020

* Minimum Pay / Salary Desired:

12.00

Work Experience

Job Position Title	Company	City	State/Province	Start Date	End Date	
Groundskeeper	ABC Reality	Broomfield	CO	2020-04-13	-	Edit Delete

+ Add Job

Education History

School	Degree	Major/Subject/Course or Field of Study	City	State/Province	Final Year
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You haven't added any education records yet. Continue submitting education records using the button below.

+ Add School

All Candidates must complete an Application before we hire them.



Work Experience

Job Position Title	Company	City	State/Province	Start Date	End Date
Groundskeeper	ABC Reality	Broomfield	CO	2020-04-13	-

Title

* Job Position Title

* Company

Address

* City

* State/Province

Zip Code

* Job Responsibilities

Timeframe

* Are you currently employed here

Yes No

* Start Date

* End Date

Supervisor Info

Supervisor Name

Supervisor Phone

* Can we contact? Yes No

If the candidate uploaded a resume when they applied with us, it will parse all of their information including work history and education into their application.

They will need to verify that the work history and education info is correct and add any missing required information.

If they have any missing info on their work history or education that is required, they will see an error (triangle) next to the work history or education that needs to be modified.

They will need to click on Edit and update the missing data then click on Confirm to proceed.

Education History

School	Degree	Major/Subject/Course or Field of Study	City	State/Province	Final Year
You haven't added any education records yet. Continue submitting education records using the button below.					
<input type="button" value="+ Add School"/>					
* School					
* Degree					
Major/Subject/Course or Field of Study					
* City					
* State/Province					
* Did you complete?					
<input type="radio"/> Yes <input type="radio"/> No					
<input type="button" value="Cancel"/> <input type="button" value="Confirm"/>					

Project Lead / Senior Consultant / Trainer	PFS Software Solutions, LLC	Pickerington	OH	2008-02-01	-	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Project Lead / Senior Consulting Specialist	Paradigm Business Solutions	-	-	2004-05-01	2008-02-01	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Lawson Project Manager and Business Analyst	-	Cincinnati	OH	2005-07-01	2005-10-01	<input type="button" value="Edit"/> <input type="button" value="Delete"/>



EEOC Voluntary Self-ID Form

Qualified applicants are considered for employment without regard to race, religion, sex, national origin, age, marital status, sexual orientation, gender identity, protected veteran status, disability, or other protected characteristic.

The employer is subject to certain governmental record keeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

This detachable form will be kept in a confidential file separate from your application for employment.

* Select the gender with which you identify:

- Male
- Female
- Decline to Disclose
- Clear

* Select the ethnic group with which you identify:

- White (include persons of Middle Eastern descent)
- Black or African American (includes Jamaican and West Indies)
- Hispanic or Latino (includes Mexican, Puerto Rican, Cuban or South American or Spanish culture or heritage)
- Asian (includes persons having origins in the Far East, Southeast Asia and the Indian subcontinent)
- American Indian, Eskimo or Aleut (persons having origins in the original people of North America who maintain a cultural identification through tribal affiliation or community recognition)
- Native Hawaiian or other Pacific Islander
- Two or more races
- Decline to disclose
- Clear

- Disabled Veteran. (Veterans who are entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Secretary of Veterans Affairs, or who were discharged or released from active duty because of a service-connected disability.)
- Armed Forces Service Medal Winner. (A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed Reg. 1209).)
- Other Protected Veteran (A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which the campaign badge has been authorized.)
- Recently Separated Veteran. (A veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.)



2021 Federal W-4 (E)

[Federal Income Tax Withholdings Form](#)

For a copy of the "Multiple Jobs Worksheet" and "Deductions Worksheet", or a copy of the wage tables [Preview Document Here](#)

Please click here if you are filing as a Non-Resident Alien:

"If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form."
[Notice 1392](#)

Please check this box, if the following applies to you

You may claim exemption from withholding for 2021 if you meet both of the following conditions:

- You had no federal income tax liability in 2020 and you expect to have no federal income tax liability in 2021. You had no federal income tax liability in 2020 if (1) your total tax on line 24 on your 2020 Form 1040 or 1040-SR is zero (or less than the sum of lines 27, 28, 29, and 30), or (2) you were not required to file a return because your income was below the filing threshold for your correct filing status.
- If you claim exemption, you will have no income tax withheld from your paycheck and may owe taxes and penalties when you file your 2021 tax return.

* Filing Status:

Single or Married filing separately

Married filing jointly

Head of Household

Clear

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:

- Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); or
- Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; or
- 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 accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld.**

Background Authorization

List any other names used (nickname, maiden/married last names)

* What is your gender?

Male

Female

Clear

* Driver's License Number:

123

* Driver's License State Issues?

CO

* In chronological order (earliest to latest), list all additional cities the last seven (7) years.

Denver

For California, Minnesota, or Oklahoma applicants/employees only: If you would like to receive from the CRA, the ICRA, or the Company (as applicable) a copy of the report that Company may procure, please check this box.

Step 3: Claim Dependents

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

How many qualifying dependents do you have?

0

If your 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 \$2000

0

* How many OTHER dependents are you claiming?

You may be able to claim a credit for other dependents for whom a child tax credit can't be claimed, such as an older child or a qualifying relative.

0

Multiply the number of other dependents by \$500

0

Add the amounts above and enter the total here

0

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

\$

(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

\$

(c) Extra Withholding. Enter any additional tax you want withheld each pay period

\$



BG Staffing - New Direct Deposit/Pay Card Agreement

* Bank Information

Direct Deposit Account #1

Direct Deposit

Pay Card

None Selected

* Name of Financial Institution:

* Routing Number:

This field must only contain digits.

* Account Number:

* Account Type:

Checking

Savings

* I wish to deposit:

Weekly Amount

Percentage

Entire Check

* Would you like to add another account?

Yes

No

Please attach a voided check or a bank letter with your name, routing number and account number. Form will be returned and set up will not be completed if voided check or bank letter is not included.

Max file size: 50MB



2020 BIC Enrollment Form

Benefits In A Card is pleased to partner with your Employer to offer insurance benefits. Each of these products were specially selected to keep you and your family healthy by providing coverage for those categories that are used the most. See plan options below showing weekly deduction options.

COVERAGE ELECTIONS

Premiums displayed are weekly deductions

* Are you covered by other Insurance?

Yes No

Check here if you do NOT want to participate.

* Please select one of the following that you would like to enroll in:

Medical

- Employee = \$13.83
- Employee + Spouse = \$18.73
- Employee + Children = \$19.42
- Family = \$23.76

VIP Standard

- Employee = \$16.81
- Employee + Spouse = \$31.59
- Employee + Children = \$25.75
- Family = \$43.45

VIP Classic

- Employee = \$18.58
- Employee + Spouse = \$35.79
- Employee + Children = \$28.48
- Family = \$48.91

VIP Plus

- Employee = \$29.77
- Employee + Spouse = \$62.29
- Employee + Children = \$48.04
- Family = \$86.51

Medical

VIP Standard

VIP Classic

VIP Plus

If the Candidate chooses to sign up for Benefits and selects Employee + Spouse or Employee + Children, they will need to add in their Spouse/Dependent Info – see required fields.

If they choose not to participate, they will check the box and move on to the Form I9.



Medical <ul style="list-style-type: none">Employee = \$13.83Employee + Spouse = \$18.73Employee + Children = \$19.42Family = \$23.76
<input type="radio"/> Employee
<input type="radio"/> Employee + Spouse
<input type="radio"/> Employee + Children
<input type="radio"/> Family
VIP Standard <ul style="list-style-type: none">Employee = \$16.81Employee + Spouse = \$31.59Employee + Children = \$25.75Family = \$43.45
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family
VIP Classic <ul style="list-style-type: none">Employee = \$18.58Employee + Spouse = \$35.79Employee + Children = \$28.48Family = \$48.91
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family
VIP Plus <ul style="list-style-type: none">Employee = \$29.77Employee + Spouse = \$62.29Employee + Children = \$48.04Family = \$86.51
<input type="radio"/> Employee
<input type="radio"/> Employee + Spouse
<input type="radio"/> Employee + Children
<input type="radio"/> Family



Additional Benefit Options

Dental

- Employee = \$3.38
- Employee + Spouse = \$6.50
- Employee + Children = \$8.92
- Family = \$13.44

Employee

Employee + Spouse

Employee + Children

Family

Disability

- Employee = \$3.66
- Employee + Spouse = N/A
- Employee + Children = N/A
- Family = N/A

Employee

Life

- Employee = \$1.96
- Employee + Spouse = \$2.36
- Employee + Children = \$2.36
- Family = \$2.95

Employee

Employee Spouse

Employee Children

Family

* Beneficiary's Full Name:

* Relationship:



Vision <ul style="list-style-type: none">Employee = \$1.99Employee + Spouse = \$4.02Employee + Children = \$4.57Family = \$7.05
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family
Critical Illness <ul style="list-style-type: none">Employee = \$2.33Employee + Spouse = \$3.59Employee + Children = \$2.58Family = \$3.83
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family
Accident <ul style="list-style-type: none">Employee = \$1.86Employee + Spouse = \$2.74Employee + Children = \$2.79Family = \$4.21
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family
Behavior Health <ul style="list-style-type: none">Employee = \$1.36Employee + Spouse = \$1.36Employee + Children = \$1.36Family = \$1.36
<input type="radio"/> Employee
<input type="radio"/> Employee Spouse
<input type="radio"/> Employee Children
<input type="radio"/> Family



MyIDCare

- Employee = \$1.80
- Employee + Spouse = \$2.45
- Employee + Children = \$2.45
- Family = \$2.45

Employee

Employee Spouse

Employee Children

Family

* What is your gender?

Male

* Country of Citizenship:

US

* Martial Status:

Married

Single

Clear

* Do you have a SPOUSE to add?

Yes No

* Do you have a DEPENDENT to add?

Yes No

* Name of Spouse?

Spouse Gender:

* Spouse Social Security Number:

* Spouse Country of Citizenship:

* Spouse Date of Birth:
MM/DD/YYYY

* Do you have a DEPENDENT to add?

Yes No

* Name of Dependent:

* Dependent Gender:

* Dependent's Social Security Number:

* Dependent's Country of Citizenship:

* Dependent's Date of Birth:
MM/DD/YYYY

* Do you have another DEPENDENT to add?

Yes No



Employment Eligibility Verification

USCIS Form I-9 Section 1

Form I-9 is used to verify the identity and employment authorization for both citizens and non-citizens working in the United States.

Begin with Instructions

Read instructions carefully before completing this form.

- [Form I-9 Instructions](#)
- [Instrucciones en Español](#)
- [List of Acceptable Documents](#)
- [Form I-9 Full Paper Version](#)

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Employee Information

* Last Name Family Name (required) <small>Required Field</small>	* Legal First Name Given Name (required)	* Middle Initial MI <input type="checkbox"/> I do not have a middle name
Other Last Names Used (if any) Other Last Names (if any)		
* Street Address Street Number and Name	Apt # Apt., Suite	
* City City or Town Name (required)	* State/Province -- Select (required) --	* Zip 12345
* Date of Birth MM/DD/YYYY <small>02/01/2021 needs to be on or before (E)</small>	* Social Security# xxx-xx-xxxx (required) <input type="checkbox"/> I do not have a social security number	
Email Address e.g. john@smith.com	Phone Number (555) 555-5555	

Employee Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

- * I attest, under penalty of perjury, that I am (choose one of the following)
- A citizen of the United States
 - A noncitizen national of the United States
 - A lawful permanent resident
 - An alien authorized to work

Preparer and/or Translator Certification

- * Did a preparer or translator assist you in filling out this information?
- I did not use a preparer or translator.
 - A preparer(s) or translator(s) assisted the employee in completing I-9 Section 1.



Employment Verification

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

What type of I-9 Documentation will you be providing?

List A Document

List B and C Document

Clear

Please upload your List A Documentation here:

10.30.19.jpg

Browse

Max file size: 10MB

Please upload your List A Documentation here:

10.30.19.jpg

Browse

Max file size: 10MB

Please upload your List B and C Documents here:

Browse

Max file size: 10MB

Please upload your List B and C Documents here:

Browse

Max file size: 10MB

Save and Exit

ALL FIELDS COMPLETE

Next

The Candidate has the option to upload their document(s) that they will be providing to the 2nd signer to complete their Form I9 section 2.

Once they complete all required fields, then they will see "All fields complete" at the bottom of the screen.

Candidate will then click "Next" to proceed to the WOTC questionnaire.



Work Opportunity Tax Credit - ADP

ABOUT SECURED BY ADP ESPAÑOL

i BGSF participates in federal and/or state tax credit programs. The information you give will be used to determine the company's eligibility for these programs and will in no way negatively impact any hiring, retention or promotion decisions. [Learn More](#)

First Name * Last Name *
Street Address * Zip Code *
Social Security Number * Why we need this

Are you under age 40? *
 YES NO

Have you previously worked for BG Staffing? *
 YES NO

Please select your answers to the following questions. *

HELP PRIVACY LEGAL

Confirmation Code
Complete the WOTC questionnaire above, copy the code provided at the end, and paste it below.
XXXXXXXX

My Profile LOG OUT

Instructions

You are about to sign your paperwork electronically

1. Once you click the button below your forms will be generated and filled out for you.
2. Please scroll down to review all documents completely before signing.
3. Once you have reviewed all documents, click "I Accept" to begin signing.

The Candidate will need to fill out the personal info and answer the yes/no questions, then click on "Make Selections" in order to proceed thru WOTC. They will then be given a Confirmation Code, which should be entered into the Confirmation Code box.

The Candidate will then click "Next" to proceed to signing their docs. They will not want to close out of their browser, since the documents are preparing to be signed. They may see a screen that says "Loading".



able Get Started

CLOSE

BG STAFFING, INC.

This application is considered current for sixty (60) days only.

EMPLOYMENT APPLICATION

BG Staffing, Inc. (BG Staffing) and its subsidiary companies will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected by federal or state law. BG Staffing will provide reasonable accommodations to allow an applicant to participate in the hiring process (e.g., accommodations for a test or job interview) if so requested. When completing this application, you may exclude information that would disclose or otherwise reference your race, religion, age, sex, genetic, veteran status, disability or any other status protected by federal or state law. This application is considered current for sixty (60) days only. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new application.

**THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT
NOR DOES IT GUARANTEE EMPLOYMENT WITH BG STAFFING.**

PLEASE PRINT—USE INK—COMPLETE ALL SECTIONS—AND ATTACH A RESUME.

GENERAL INFORMATION

Last Name Chris		First Name Candidate		Middle Name	
Home Address 123 Main Street	City Broomfield	State CO	Zip Code 80021	Home Telephone No. 3034229881	
Mailing Address 123 Main Street	City Broomfield	State CO	Zip Code 80021	Mobile Phone 3034238881	
E-Mail Address candidate_chris2020@gmail.com			How did you hear about us? BG Website		
All offers of employment are conditioned upon your ability to provide evidence of your right to be legally employed in the U.S.					
Are you currently eligible to work in the U.S., and authorized to work for this Company on an ongoing indefinite basis?			<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
Will you now or in the future require sponsorship by this Company to attain or maintain your employment eligibility?			<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		

JOB INFORMATION

Position Applying For:	<input checked="" type="checkbox"/> 1st Shift <input type="checkbox"/> 2nd Shift <input type="checkbox"/> 3rd Shift	Date Available:	11/23/2020
Groundskeeper			
Minimum Pay/Salary Desired:	12.00		

REQ. FIELDS LEFT 26 Next

employment with this starting date as well and that my employment may be terminated at any time with or without cause and with or without notice. I understand that no representative of the Company has any authority to make any assurances, representations or promises contrary to the "at-will" nature of my employment unless it is in writing signed by an authorized officer of BG Staffing. I understand that I may terminate my employment with or without cause and with or without notice at any time. I further agree that BG Staffing reserves the right to make unilateral changes to the terms and conditions of my employment.

I authorize BG Staffing or its agents to investigate my references and communicate with my former employers concerning my employment unless specifically stated otherwise in this application. I authorize all individuals, schools, and employers named, and all financial institutions, law enforcement agencies, and all persons except as specifically limited on this application to provide information requested about me, and I promise I will not bring any legal claims or actions against my current or former employers due to their responses to any job reference request.

I further understand that the completion of an application with BG Staffing is a preliminary step to employment. It does not obligate BG Staffing to offer employment to me, or for me to accept employment. I further acknowledge that if offered employment, any offer of employment may be a conditional offer of employment pending successful completion of a drug screening and/or criminal background check. Any consideration of the background check will be tailored to the requirements of the job.

FOR CALIFORNIA APPLICANTS: I RECOGNIZE THAT I MAY WAIVE MY RIGHT TO RECEIVE A COPY OF ANY PUBLIC RECORD OBTAINED BY THE COMPANY WHEN CONDUCTING A BACKGROUND INVESTIGATION OF ME PER THE REQUIREMENTS OF CALIFORNIA'S INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT (CALIFORNIA CIVIL CODE § 1786, ET SEQ.) I MAY WAIVE MY RIGHT BY CHECKING THIS BOX: I DO NOT WISH TO RECEIVE A COPY OF ANY PUBLIC RECORDS OBTAINED BY THE COMPANY ABOUT ME THROUGH NON-ICRA SOURCES.

FOR MARYLAND APPLICANTS: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

FOR MASSACHUSETTS APPLICANTS: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

BG STAFFING COMPANY DOES NOT USE LIE DETECTOR TESTS AS PART OF THE APPLICATION PROCESS.

FOR MONTANA APPLICANTS: THE EMPLOYMENT RELATIONSHIP IS GOVERNED BY THE WRONGFUL DISCHARGE FROM EMPLOYMENT ACT, MONT. CODE ANN. § 39-2-901.

FOR RHODE ISLAND APPLICANTS: IF YOU PROVIDE FALSE INFORMATION ABOUT YOUR ABILITY TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB, WITH OR WITHOUT ACCOMMODATIONS, YOU MAY BE BARRED FROM FILING A CLAIM UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION ACT OF THE STATE OF RHODE ISLAND.

Date: 02 / 02 / 2021 Signature: Click to sign

4

EEO SELF-IDENTIFICATION FORM

BG Staffing, Inc. complies with the Affirmative Action requirements of the U.S. Office of Federal Contract Compliance Programs (OFCCP), which requires us to maintain data on the race and gender of our employees.

This information is voluntary and providing or refusing it will NOT subject you to any adverse treatment. This information will not be seen by anyone outside of the Human Resources department. This company is an Equal Opportunity Employer.

Employee Name: Candidate Chris
Signature: Click to sign Date: 02 / 02 / 2021

Part 1 – Sex, Race and Ethnicity

The following designations are those currently required by the Federal government. Please mark only one sex and one race/ethnic group.



employment with BG Staffing with or without notice. I understand that no representative of the Company has any authority to make any assurances, representations or promises contrary to the "at-will" nature of my employment unless it is in writing signed by an authorized officer of BG Staffing. I understand that I may terminate my employment with or without cause and with or without notice at any time. I further agree that BG Staffing reserves the right to make unilateral changes to the terms and conditions of my employment.

I authorize BG Staffing or its agents to investigate my references and communicate with my former employers concerning my employment unless specifically stated otherwise in this application. I authorize all individuals, schools, and employers named, and all financial institutions, law enforcement agencies, and all persons except as specifically limited on this application to provide information requested about me, and I promise I will not bring any legal claims or actions against my current or former employers due to their responses to any job reference request.

I further understand that the completion of an application with BG Staffing is a preliminary step to employment. It does not obligate BG Staffing to offer employment to me, or for me to accept employment. I further acknowledge that if offered employment, any offer of employment may be a conditional offer of employment pending successful completion of a drug screening and/or criminal background check. Any consideration of the background check will be tailored to the requirements of the job.

FOR CALIFORNIA APPLICANTS: I recognize that I may waive my right to receive a copy of any public record obtained by the company when conducting a background investigation of me per the requirements of California's Investigative Consumer Reporting Agencies Act (California Civil Code § 1786, ET SEQ.). I may waive my right by checking this box: I do not wish

Add your signature

Type it in

Candidate Chris

Change font

I understand this is a legal representation of my signature.

EEO SELF-IDENTIFICATION FORM

BG Real Estate complies with the Affirmative Action requirements of the U.S. Office of Federal Contract Compliance Programs (OFCCP), which requires us to maintain data on the race and gender of our employees.

This information is voluntary and providing or refusing it will NOT subject you to any adverse treatment. This information will not be seen by anyone outside of the Human Resources department. This company is an Equal Opportunity Employer.

Employee Name: Candidate Chris

Signature: Date: 02 / 02 / 2021

Part I - Sex, Race and Ethnicity

The following designations are those currently required by the group.

Check Only One: Male Female Decline to Disclose

EEO SELF-IDENTIFICATION FORM

BG Real Estate complies with the Affirmative Action requirements of the U.S. Office of Federal Contract Compliance Programs (OFCCP), which requires us to maintain data on the race and gender of our employees.

This information is voluntary and providing or refusing it will NOT subject you to any adverse treatment. This information will not be seen by anyone outside of the Human Resources department. This company is an Equal Opportunity Employer.

Employee Name: Candidate Chris

Signature: Date: 02 / 02 / 2021

Part I - Sex, Race and Ethnicity

The following designations are those currently required by the Federal government. Please mark only one sex and one race/ethnic group.

Check Only One: Male Female Decline to Disclose

Check Only One:

Hispanic or Latino (includes Mexican, Puerto Rican, Cuban or South American or Spanish culture or heritage)

White (include persons of Middle Eastern descent)

Black or African American (includes Jamaican and West Indies)

Native Hawaiian or other Pacific Islander

Asian (includes persons having origins in the Far East, Southeast Asia and the Indian subcontinent)

American Indian, Eskimo or Aleut (persons having origins in the original people of North America who maintain a cultural identification through tribal affiliation or community recognition)

Two or more races

Decline to disclose

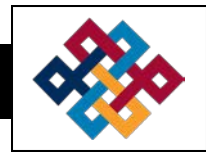
Part II - Identification as a Covered Veteran (Mark all that apply)

Disabled Veteran (Veterans who are entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Secretary of Veterans Affairs, or who were discharged or released from active duty because of a service-connected disability.)

Armed Forces Service Medal Winner (A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12963 (83 Fed Reg. 1209).)

Other Protected Veteran (A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which the campaign badge has been authorized.)

Recently Separated Veteran (A veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.)



REQ* FIELDS LEFT 25

EEO SELF-IDENTIFICATION FORM

BG Real Estate complies with the Affirmative Action requirements of the U.S. Office of Federal Contract Compliance Programs (OFCCP), which requires us to maintain data on the race and gender of our employees.

This information is voluntary and providing or refusing it will NOT subject you to any adverse treatment. This information will not be seen by anyone outside of the Human Resources department. This company is an Equal Opportunity Employer.

Employee Name: Candidate Chris

Signature: Date: 02 / 02 / 2021

Part I - Color, Race and Ethnicity

The following designations are those currently required by the Federal government. Please mark only one sex and one race/ethnic group.

Check Only One: Male Female Decline to Disclose

Check Only One:

Hispanic or Latino (includes Mexican, Puerto Rican, Cuban or South American or Spanish culture or heritage)

White (include persons of Middle Eastern descent)

Black or African American (includes Jamaican and West Indies)

Native Hawaiian or other Pacific Islander

Asian (includes persons having origins in the Far East, Southeast Asia and the Indian subcontinent)

American Indian, Eskimo or Aleut (persons having origins in the original people of North America who maintain a cultural identification through tribal affiliation or community recognition)

Two or more races

Decline to disclose

Part II - Identification as a Covered Veteran (Mark all that apply)

Disabled Veteran. (Veterans who are entitled to compensation, or who but for the receipt of military retired pay would be entitled to compensation, under laws administered by the Secretary of Veterans Affairs, or who were discharged or released from active duty because of a service-connected disability.)

Armed Forces Service Medal Winner. (A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 Fed Reg. 1209).)

Other Protected Veteran (A person who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which the campaign badge has been authorized.)

Recently Separated Veteran. (A veteran who served on active duty in the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.)

Add your initials

Type it in

CC

Change font

I understand this is a legal representation of my initials.

Insert



Almost done.

Almost done. By clicking "I Agree" you are legally signing this document and agreeing to the [eSignature Terms of Service](#).

Edit [I agree](#)

BG STAFFING, INC.

This application is considered current for sixty (60) days only.

EMPLOYMENT APPLICATION

BG Staffing, Inc. (BG Staffing) and its subsidiary companies will provide equal employment opportunities to all applicants without regard to an applicant's race, color, religion, sex, gender, genetic information, national origin, age, veteran status, disability, or any other status protected by federal or state law. BG Staffing will provide reasonable accommodations to allow an applicant to participate in the hiring process (e.g., accommodations for a test or job interview) if so requested. When completing this application, you may exclude information that would disclose or otherwise reference your race, religion, age, sex, genetic, veteran status, disability or any other status protected by federal or state law. This application is considered current for sixty (60) days only. At the end of this period, if you are still interested in employment, it will be necessary for you to reapply by completing a new application.

**THIS APPLICATION DOES NOT CREATE A CONTRACT OF EMPLOYMENT
NOR DOES IT GUARANTEE EMPLOYMENT WITH BG STAFFING.**

PLEASE PRINT—USE INK—COMPLETE ALL SECTIONS—AND ATTACH A RESUME.

GENERAL INFORMATION

Last Name		First Name		Middle Name	
Chris		Candidate			
Home Address	City	State	Zip Code	Home Telephone No.	
123 Main Street	Broomfield	CO	80021	3034238881	
Mailing Address	City	State	Zip Code	Mobile Phone	
123 Main Street	Broomfield	CO	80021	3034238881	
E-Mail Address			How did you hear about us?		
candidate.chris2020@gmail.com			BG Website		

All offers of employment are conditioned upon your ability to provide evidence of your right to be legally employed in the U.S.

Are you currently eligible to work in the U.S., and authorized to work for this Company on an ongoing indefinite basis? YES NO

Will you now or in the future require sponsorship by this Company to attain or maintain your employment eligibility? YES NO

JOB INFORMATION

Position Applying For:	<input checked="" type="checkbox"/> 1st Shift	Date Available:
Groundskeeper	<input type="checkbox"/> 2nd Shift	11/23/2020
	<input type="checkbox"/> 3rd Shift	

Minimum Pay/Salary Desired: 12.00

[My Profile](#) LOG OUT

THANK YOU FOR SIGNING!

You have successfully E-Signed your documents.

[Go to Profile](#)



Form I-9 Section 2 – 2nd Signer Instructions

Employment Eligibility Verification

USCIS Form I-9 Section 2

Form I-9 is used to verify the identity and employment authorization for both citizens and non-citizens working in the United States.

Section 1 Review

1. No Action Required Section 1 Review - Review the candidates entered information

Name [Redacted]	Other Last Names Used
Address [Redacted]	Contact [Redacted]
Date of Birth [Redacted]	Attestation CITIZEN

Identification Documents

2. Action Required Identification Documents - Select the type of documents the candidate provided you to verify. Please see "Commonly Used Documents" options.

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine and select one document from List A OR a combination of one document from List B and one document from List C as listed on the [Lists of Acceptable Documents](#). All documents must be UNEXPIRED.

List A Select one of the following documents to establish BOTH your Identity and Employment Authorization: -- Select --	OR	List B Select one of the following documents to establish your Identity: -- Select --	AND	List C Select one of the following documents to establish your Employment Authorization: -- Select --
--	----	--	-----	--

Reset

Commonly Used Documents

U.S. Passport	License + Soc. Sec. Card	License + Birth Cert	State ID + Soc. Sec. Card
---------------	--------------------------	----------------------	---------------------------

Confirm Employee Information

3. Action Required – Enter employee's first date of employment as current date.

*Employee's First Date of Employment: 11/02/2020

Additional Information: Any additional information

Employer or Authorized Representative

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

Please enter your own personal information (NOT of the employee you are verifying) in the 3 fields below.

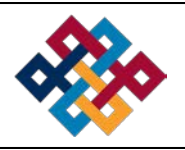
4. Action Required – Enter your occupation, job title or relationship to the candidate and your first and last name.

*Your Occupation/Job Title:
e.g. Recruiter, Manager (required)

*Your First Name: Given Name (required)


*Your Last Name: Family Name (required)

Submit




Candidate Email Notifications

- ❖ Candidate will receive the below email once they click Apply.


 BG Staffing
 info@BGStaffing.com
 Date:
21-10-2020 15:46:44

Subject: Welcome to BGSF!


BGSF

Hi,


High Five for Registering! A BGSF Team member will give you a shout out soon!

Remember your username: coyek17620@insertswork.com

BGSF Home Office
 5850 Granite Parkway, Suite 730, Plano, Texas 75024
[Unsubscribe - Unsubscribe Preferences](#)

- ❖ Recruiter or Branch Shared Inbox will receive an email notifying you of the New Lead!
- ❖ The Candidate Record will also be created in the ATS.
- ❖ Application and Onboarding docs can now be sent to the Candidate in EmployStream.
 - Once the Onboarding package is sent to the candidate via Able, they will receive another automated email that will notify them to log back in and complete their documents.
- ❖ Candidates will receive reminder emails every 48 hours (up to 5 times) if they still have outstanding documents to complete.


You have documents waiting to be signed!


 BG Staffing <info@BGStaffing.com>
 To: Heather Sanderson

[Reply](#)
[Reply All](#)
[Forward](#)
⋮

Mon 9/14/2020 11:26 AM

****EXTERNAL MESSAGE****


BGSF

Hi Testing Yoda,

You're so close to completing your documents! [Click here](#) to finish signing your documents. Once you've completed this step, you will be put in touch with a member of our team.

[Unsubscribe - Unsubscribe Preferences](#)

