



**BROKER STARTUP FORM**

2618 Taylor Greens NW,  
Edmonton AB T6R 3N8  
780-200-1022  
www.enquegroup.com:  
Email: pqchoeni@gmail.com

Date: \_\_\_/\_\_\_/\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Gender:                    M                    F

Address: \_\_\_\_\_

\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

DOB: (MM-DD-YYYY) \_\_\_\_\_ SIN: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relation \_\_\_\_\_

Cell Phone Type: \_\_\_ Android \_\_\_\_\_ Iphone \_\_\_\_\_

Drivers License: \_\_\_\_\_

Type of Vehicle: \_\_\_\_\_

Availability:            M    T    W    T    F    S    S

Part Time                    FULL Time

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### **Availability, Attendance Commitment and Policy**

As a Sub-contractor of Enque Logistics, it is imperative that we all abide by the allotted schedules, wave systems, On-Call schedule, and weekend Schedule allotted as any attendance issues impact the business with our contractor INTELCOM EXPRESS. Work that is not covered causes the loss of extended routes from our contract with INTELCOM EXPRESS, therefore it is extremely important that it is not impacted by attendance issues. Please read the list of requirements Enque Logistics expects of its sub-contractors/agents and acknowledge these policies by signing below.

- Sub-contractors/agents are required to arrive on time for allotted schedules, wave schedules, and weekend schedules.
- When a Sub-contractor is OnCall, you are required to pick up a call from the manager to assist the agent/s who need help between the hours of 5:00am-8:00pm.
- There will be \$100 fee charged for any late call-ins (if no notice is given within 2 days of missing work) and no call-no show.
- I understand that I am required to be available for work at least 1 weekend day of the week. Designated routes require an agent to cover the route 7 days a week unless coverage is available(Part-time, On call, new hires).
- A \$100 incentive will then be given to the person that takes on the work for the person that calls in/does not show up to work.
- We do understand that there are extenuating situations that arise and do affect attendance, however, we are a business that has to still complete work extended by the contractor whether or not an agent/sub-contractor comes in or misses work, so there will be NO EXCEPTIONS to this rule, if you miss your scheduled time of work, your workload will be reassigned , you will be charged \$100 which will be given to agent covering your workload.
- 2 weeks notice is required to quit your role, if 2 week notice is not given, your remaining 2 weeks invoice payout will be directed to cover expenses to train and replace the new driver replacing you. It is imperative that you give notice in written form well ahead to allow Enque Logistics to replace you.

I \_\_\_\_\_ acknowledge that I understand the above policies and requirements for my attendance. I understand that Enque logistics reserves the right to charge \$100 non attendance and that I am required to give 2 weeks notice when seeking to terminate my employment. I understand that I am required to arrive on time and to answer my phone when On-Call. Failure to maintain these requirements and policies will result in partial loss of Invoice payout and or termination if behavior continues to happen.

Sub-contractorSignature: \_\_\_\_\_ Sub-Contractor Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_ Witness Name: \_\_\_\_\_

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**COMPANY**

Enque Logistics

**BROKER NAME**

Prince Choeni

**NAME OF EMPLOYEE**

**GENDER:**        M        F

**PHONE NUMBER:**

**PHONE TYPE:**                IPHONE        ANDROID

**NETWORK PROVIDER:**

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## **Onboarding Process**

**1: Phone Interview**

**2: Warehouse Interview (Please bring 2 Gov IDs & Onboarding Forms)**

**3: App Download**

**4: Online Training Test**

**5: On Road Testing**

**6: Practical onroad Testing**

### Applications to download

Progression Live  
Whatsapp  
Agendrix  
GoogleMaps  
Opera Mini (Iphone Only)  
Ucom Free Barcode scanner

### Cost to start:

Background Check: \$40  
Scanner: \$68 (Optional)  
Safety Vest

### Enque Attendance Rules:

No show - \$100 charged to you  
Being Late - No Route  
2 Week Notice Required\*

\*If a written notice is not given your Pay will be held. A 2 week notice is required as the cost to replace and train a new driver is substantial