

Dear New Employee(s) or Potential Employee(s):

Instructions for filling out the Hiring Agreement '08 and the Housing Agreement '08 are below in bullet format. Please complete each of the documents, type your name in the Employee signature box at the bottom of the forms and then date the form. Some of the data fields on the form are required fields and must be completed before emailing back to me. Once you have filled in the forms you should be able to save a copy of the form to your hard drive, print the form by clicking on the PRINT button, and then e-mail the form back to me. If I have already filled in parts of the form you can make any corrections necessary to my data before returning the forms to me.

**Instructions for completing the Hiring Agreements:**

- Your name should appear as it is on your social security account.
- Your permanent address should be where you will collect your year-end W-2s, your last paycheck, etc.
- Permanent phone contact can be a cell phone that you carry with you or a phone where you will receive messages. If you later get a local phone in Skagway we can enter that in the place that says "Local Contact" below.
- Social Security number, Date of Birth, Marital Status and number of W/H exemptions are for employment identification and tax withholding purposes.
- Generally we like to assign new employees a work position after they arrive in Skagway. You will meet with store managers and both you and they will have some input as to where you will work. This is why we have not assigned a work place or position for you at this time.
- A starting date and a season completion date should be agreed upon before you complete this form. The start date will be the date you agree to begin work in Skagway. The season completion date or end date will be at the end of the season or few days earlier if your managers decide that he/she needs to reduce staff. (You must let me know upon signing if these approximate dates do not work for you). We invite you to arrive in Skagway early and park your RV if you wish to explore the area and/or get settled in.
- You can choose later if you wish direct deposit. If you choose direct deposit we will eventually need a voided check from you.
- You can provide a local phone contact number after you have obtained one in Skagway or you can use a cell phone.
- Paychecks are distributed every two weeks and utilities are deducted from each of your paychecks (if there are two of you) at the rate of \$50 per month (\$25 from each of the first two paychecks of the month).
- You can indicate the sizes you want for uniforms or you can wait until you arrive in Skagway and see/try on the sizes. Note the sentence regarding black pants, skirts, shorts, shoes, etc.

**Instructions for completing the Housing Agreement:**

- Enter your name at the top of the form and indicate the size of your RV unit and if you need 30 or 50 amp electrical hookup. We will assign you a parking site based upon the size of your vehicle, number of slides, etc and will let you know your site number before you depart for Skagway.
- Read the Housing Agreement, type your name in the signature box, add the date and then email the form back to me.

We will be communicating again via phone or e-mail before you depart for Skagway, but when you do arrive in Skagway there will be additional paperwork to complete. At that time we will then provide you with uniform clothing, name badges, forms for direct deposit, and etc.

I'm sure you will have questions and I hope that you will feel free to ask, either via phone or e-mail. I will try to answer all of your questions as quickly as possible. I will be departing St. Louis to go back to Skagway by the first week of March and for awhile may only be reached by cell phone – (636) 795-2870. I am looking forward to meeting and working with you in Skagway this summer.

Jerry Epps, Gen Mgr  
Corrington Enterprises, LLC