



SPUR







Welcome to Spur!

Our mission is to become the most worker-centric company. What does this mean for you? It means reliable work opportunities, access to better quality healthcare, faster pay, more training opportunities, and so much more! Let's get started becoming a Spur worker.

Follow These 8 Steps To Become A Spur Worker

There are a few things you will need to complete the worker onboarding process. You will need:

-  Smartphone with access to the internet
-  Government issued identification documents like your passport or driver's license/social security card
-  Someone that's not related to you to verify your identification documents
-  Bank routing number and bank account number - you can find both of these on a check

- 1 Download the Spur jobs app.** The Spur jobs app is only available for devices running iOS or Android. You will find the Spur jobs app in the app store.
- 2 Create an account.** When you sign up for Spur use your real name and not a nickname or alias. Choose an email address that you check frequently, and a password that is easy to remember.
- 3 Complete background check.** Every Spur worker must pass a background check to be eligible to work at Spur. Make sure any information you provide is accurate. Providing inaccurate information may delay your employment date because it may require an audit of your background check. Any personal information you provide will be kept secure.
- 4 Answer screening questions.** Our screening questionnaire is just one of the many tools that we use to screen for the best workers. You must pass our screening to be eligible to work for Spur.

If you need help with the Spur app, please contact our support team at support@spurjobs.com or call (256) 217-9787.



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5 **Fill out tax documents.** Unfortunately, Spur representatives can't legally help you with this process, or give you advice on how to fill out your tax documents. You can make adjustments to your tax documents at any time from your Spur profile in the app.

6 **Verify I-9 documents.** You will need to find a helper who is not related to you to verify your government issued identification documents. It's against the law to verify your own documents.

List A

Only one list A document

- US Passport
- Permanent Resident Card
- Employment Authorization Document
- Form I-551
- Foreign Passport

List B

One list B document with one list C document

- Driver's License
- Federal, State, or Local ID Card
- School ID
- Voter's Registration Card
- US Military Card
- Military Dependent's ID Card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document

List C

One list C document with one list B document

- US Social Security Card
- Certification of Birth Abroad
- Birth Certificate
- US Citizen ID Card (I-179)

7 **Setup worker profile.** Your profile is publicly viewable. It is the first impression workplaces have of you so make it count! Make sure to add a professional photo, and provide more information about yourself. Your profile is your chance to differentiate yourself from other workers.

8 **Add payment method.** To get paid on a weekly basis, we directly deposit your paycheck into your bank account. You'll need to know your bank's routing number, and your bank account number (both can be found on your personal checks). You can update your bank account information at any time from your Spur profile in the app.

You're done!

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