



Bissell Centre Workforce Casual Labor – New Employer Form

Thank you for your interest in using Bissell Centre Workforce Casual Labor. Bissell Workforce Casual Labor is a social enterprise and registered charity that works with our community to empower people to move from poverty to cultural, social, and economic prosperity. We are excited to partner with you!

To start a workorder, Bissell Centre needs one of the following:

1. A Soft Credit Check; OR
2. A Deposit

See the below Q&A sections to learn more about each option. Please let the Bissell Employment staff know your preference so the process can begin.

Q & A – Soft Credit Check

1. What is a Soft Credit Check?

A soft credit check is a credit check performed by Bissell Centre. The Employer provides trade references and Bissell contacts them to get an understanding of the Employers payment habits and credibility. This will NOT affect the Employer's credit score in any way.

2. What are trade references and who can be a trade reference?

A trade reference is a contact that the Employer has had significant business with and can speak to the Employer's ability and timing of invoice payment. You must be able to provide the DIRECT contact information for the individual responsible for issuing invoices or collecting payment. No general customer service numbers will be accepted.

The following groups cannot be a trade reference in this application:

- Customers
- Business Relationships with cash account
- Utility Companies
- Friend or Family

Q & A - Deposit

1. What is a deposit?

Money that an employer pays to Bissell in advance of getting work completed by Bissell Workforce Casual Labor. These funds are held by Bissell until the final invoice is paid by the Employer and then the deposit is refunded to the Employer.

2. How much is the deposit?

Employment staff will consult with the Employer to determine the amount of labor needed. The deposit will be the cost of approximately one month worth of labor the Employer is requesting.

3. How can an Employer pay the deposit?

Bissell accepts the following methods of payment for the deposit:

- E-transfer – Send funds to ar@bissellcentre.org
- Cheque – Cheques must be made out to “Bissell Centre”. Cheques can be dropped off at employment services at Bissell Centre or can be mailed to Bissell Centre at the following address: 10527 96 St Edmonton, AB, CA – T5H 2H6.
 - Note – The casual labor work order will be filled after Bissell receives the cheque.
- EFT – EFT information will be provided to business upon request
- Credit Card – Deposit can be paid by credit card. Any fees incurred by the transaction will be withheld from the deposit upon refund to the Employer. Bissell will not bear any charges from credit card transactions.

4. What will happen with my deposit if I do not want to continue?

All deposits will be refunded to Employers when their engagement comes to an end and all casual labor invoices have been paid.

5. Can the deposit be applied to an invoice?

No, deposits will not be applied towards the invoices. Deposit will be refunded separately to the business when the engagement has come to an end and all invoices have been paid.