



FIELD SOLUTIONS LIMITED

19 Jonathan Trace Cunupia, Trinidad & Tobago

(868) 754-0471 / 353-3521 • admin@fsltt.net • fieldsolutionsltd@yahoo.com

FREQUENTY ASKED QUESTIONS

Q- What are the typical shifts and rotation schedule for this position?

A- You will be required to work as follows:

Two (2) 7:00am to 7:00pm shifts (Day Shift)

Two (2) 7:00pm to 7:00am shifts (Night Shift)

Two (2) days off

Q- Will I be required to work on weekends and public holidays?

A- If your shift falls on a weekend or a public holiday, you will be required to work as usual.

Q- Will the company pay time and a half or double time for public holidays?

A- The company does not pay overtime rates for public holidays; a regular rate will be applied for hours worked on these days.

Q- What is the hourly rate?

A- Starting rate is \$20.50 hourly. Based on favorable appraisals and performance after 3 months of continuous employment, consideration will be given for an increase to \$22.00 hourly.

Q- When is salary usually paid?

A- Salary cycle will run from the 1st day of each month to the last day of each month. Payroll will be processed within two (2) days following the end of the monthly cycle. Based on your bank account, salaries may take anywhere between 3-5 days to receive their salary.

Q- How far in advance would I receive my shift schedule?

A- During the initial onboarding process, you will receive a copy of the roster for the current month. You will receive your new roster about 1-2 weeks before the end of the current month.

Q- Are there any opportunities to work extra hours or additional shifts?

A- Yes, if the need arises for additional manpower and you are available to work after your shift ends, you can liaise with your supervisors to get further information on this.

If a team is short of a worker and you are available to work on your day off, you can message to inform of your availability to work.

Q- What is the procedure for requesting time off?

A- Time off must be requested in advance for your supervisors to get someone to work in your place when you are not there.

Q- What is the onboarding procedure?

A- Once you are successful after the interview level, you will be required to sign up for an AATT ID Badge in order to work with us at the Piarco International Airport. You will then be required to attend the Safety Awareness Training Program (SATP), which is a mandatory one day training at the Airports Authority of Trinidad and Tobago Aviation Training Centre at Mausica. The cost for this training is TT \$489.40 and must be paid by the applicant prior to the date of the training. At the end of this training program, you will be required to write a short multiple-choice exam; you must get ten (10) out of the (12) questions correct to pass the exam and receive the certificate. If you fail the exam, you will have to pay another TT \$489.40 to re-train and re-write the exam. If you pass the exam, the company will provide your contact information to the investigators to conduct a thorough mandatory



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background check on you, you will be contacted by the investigators and will be required to answer questions to assist them in completing your background check report.

Once your background check is ready, your pass application form will be submitted with the background check report to the AATT Pass Office for processing, once your documents are processed and approved, you will be contacted to visit the pass office to take your photo for your pass. Once the pass is issued, you will be issued your contract and uniform and placed on a team to start work. The entire process may take up to 4-6 weeks before you attain your AATT ID Badge to start working.

Q- Is there a specific dress code?

A- You will be provided with 4 Field Solutions Limited T-shirts and 4 Safety Vests.

You will be required to wear the FSL T-shirt, the FSL safety vest, black or dark blue work pants and a non-slip, non-porous closed toe shoe.

Please note that pants must not be skin fitted. Leggings, joggers and denim jeans are not allowed. Your appearance should be neat and professional.

You will also be required to wear PPE (Personal Protective Equipment) whenever necessary.

Q- Are there any other information that I may need to know?

A- There are various types of initial and recurrent training that are necessary for the Employee to be qualified and authorized to perform his/her job functions. These fees amount to One Thousand and Five Hundred Dollars (\$1000.00).

This expense will be deducted from the Employee's first salary and is non-refundable.

Before attending the interview, please ensure that you have all the following documents at hand. You will need to walk with copies of all these documents to the interview:

- a. Two (2) forms of Identification**
- b. Two (2) passport photos**
- c. Resume**
- d. Application Form**
- e. Certificate of Character or Receipt**
- f. Fitness Certificate**
- g. Medical Health Declaration Form**
- h. Gap Letter (only if required)**

I hereby confirm that I have read, understood and agreed to all information stated above. As such I am willing to proceed with employment based on the terms and conditions outlined by Field Solutions Limited.

Signature

Date