



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

Please indicate to which area(s) you would like to deliver:

#1 \_\_\_\_\_ #2 \_\_\_\_\_

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Applicants Information

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Social Insurance Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

E-mail: \_\_\_\_\_

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Surname	First Name	Initial(s)	Phone Number
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Address (No, Street, City, Postal Code)

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Parent/Guardian Name	Relationship to Child
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I agree to give The Aurora Newspaper two weeks notice if I decide to quit.

Applicants Signature

Parent/Guardian Signature

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For Office use only

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Approved \_\_\_\_\_

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

Area Assigned \_\_\_\_\_ Number of Papers / Flyers \_\_\_\_\_

Introduced to Managing Editor: Yes No

## DELIVERY GUIDELINES

### DO:

1. **Deliver The Aurora Newspaper before 8:00 p.m. on the day received (Sunday) or publication date to all occupied homes on your route unless otherwise informed; deliver the paper only to the houses listed on your route.**
2. **Secure the newspaper between screen and entrance doors (or door knobs), or place in mailbox or slot so that they do not blow away. If possible, use recycled bags (or call our office for bags ext 5440) for delivery during bad weather.**
3. Deliver the newspaper to the back door if delivery cannot be achieved at the front door.
4. Be courteous and polite at all times.
5. Call The Aurora Newspaper with the address of any residence where delivery is not possible on your route (i.e. locked gates, doors, dogs, etc.);
6. Call us (765-1494 ext. 5440) if a customer **does not want delivery** so we can note it on our list.
7. Call us (765-1494 ext. 5440) if customers **move out or in** so we can add or delete this from our list and adjust your pay schedule accordingly. **It is your responsibility to inform The Aurora Newspaper of these changes to your route.**
8. **Call The Aurora Newspaper if for any reason you are not capable of meeting any of the above requirements or are leaving on vacation, etc. Remember it is your responsibility to find a replacement carrier any time that you are away and also notify the office of such a change.**
9. **Advise our office, two weeks in advance, if you do not want to continue delivering The Aurora Newspaper, so we can find a replacement.**

### DO NOT:

1. Deliver the newspaper to any house that is not on your route.
2. Approach any animal that you are unfamiliar with; use a door on the house out of the animal's reach; if no door is out of reach, do not deliver the paper there. Instead, write down the address and notify us immediately after completing your route.

**PAY:**

1. Pays are preset wages based on the number of papers/route and extra pay is given for flyers and inserts;
2. Pay requests are submitted to our accounts section on production day; the normal wait time for cheques is one week. Direct deposit forms are available from our office, it is recommended that all carriers complete and return this form to our office as soon as possible.

**NOTE:**

The Aurora Newspaper and flyers/inserts will be delivered to your home on the morning of publication. If no one will be home to receive the papers, please leave a garbage bag for the delivery person to put the papers in. Carriers, who receive flyers from flyer services on the weekend must deliver flyers by 8:00 p.m. on Thursday, delivery of The Aurora Newspaper by 8:00 p.m. on Sunday.

**Please sign and date below to show that you have understood and accept the guidelines.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date