



Date: _____ Employee Number: _____

Routes approved for:

#1 _____ #2 _____

Applicants Information

Social Insurance Number: _____

Date of Birth: _____

Email: _____

Surname	First Name	Initial(s)	Phone Number

Address (No, Street, City, Postal Code)

Parent/ Guardian Name (If under 16)	Relationship to Child

Applicants Signature

Parent/ Guardian Signature

For office use only

Number of Papers: _____

Regular Pay: ___ x 0.14 cents (0.20 cents as of August 12, 2024) = \$_____
(Inserts are 0.02 extra on pay)



Carrier hiring agreement

1. Deliver The Aurora Newspaper by supper time of the publication date, to all addresses on your route, unless informed by The Aurora Newspaper office.
2. All papers must be bagged in provided plastic sleeves (available at The Aurora Newspaper, 61 School Road, Greenwood; Monday to Thursday 8 a.m. to 4 p.m., Fridays 8 a.m. to noon; or 24/ 7 from the Deckmate bin at The Aurora’s exterior doorstep).
3. Secure the bagged newspaper between screen and entrance doors or door knobs, or use mailboxes or slots. Leave on or near visible doorsteps. Tuck under doorstep doormats. Do not throw into driveways/ lawns – they blow away/ catch in snow blowers.
3. Where delivery is not possible (locked gates, doors, unfamiliar dogs/ animals, snowy conditions), write down the address and notify the office upon completing your route.
4. Contact The Aurora Newspaper if an occupant does not want delivery. The office has Stop Delivery stickers you may pick up if requested by the occupant; or, occupants will get the stickers. Addresses will also be tracked by the office and relayed to you.
5. Contact The Aurora Newspaper if occupants move out/ in so the route list and pay can be adjusted: it is your responsibility to inform The Aurora Newspaper of these changes.
6. Contact The Aurora Newspaper if you miss a delivery or are taking vacation, etc. It is your responsibility to find a replacement carrier, and notify the office of such a change.
7. Advise our office, two weeks in advance, if you do not want to continue as a carrier.
8. We do not allow carriers to add advertising content to our paper, either bundled with our bags, or by using The Aurora itself to “hold down” any other material on a resident’s doorstep or delivery space.
9. Read, sign (parent/ guardian signature required if carrier is under age 16) and have a witness sign the “Aurora Newspaper Carrier 14 Wing Greenwood Waiver of Liability, Assumption of Risks, and Indemnification Agreement.”

Pay

1. Pay is based on the number of papers per route; extra pay is given for inserts.
2. Pay will be withheld for one week after the delivery of your first paper route.

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

Signature

Date

Parent/ guardian signature (if applicant under age 16): _____