



EMPLOYMENT INFORMATION & AGREEMENT

Name: _____
First Middle Last

Mailing Address: _____

City State Zip

Email: _____

Home Phone: _____

Mobile Phone: _____

LOCAL EMERGENCY CONTACT: Name: _____
Relationship: _____
Phone: _____

Please answer the following questions:

Have you been convicted of a law violation, other than a minor traffic violation in the past ten years? Yes No
Answering "yes" does not necessarily disqualify applicant for consideration of employment.

However, for consideration of employment with Parker Staffing Services LLC ("Parker"), you must submit to a background check. This investigation may include felony and misdemeanor convictions, as well as an employment and education verification. For placement at some Parker Staffing Services clients, you may also be asked to submit to a drug screen.

Have you worked less than 40 hours in the past 60 days? Yes No

If you checked "YES" you will be asked to complete the Hiring Incentives to Restore Employment (HIRE) Act Employee Affidavit Form W-11.

As an employee of Parker you represent our company to our clients and the community, both on and off assignments. To ensure successful working relationships, it is important that you understand and agree to abide by the terms and conditions that follow:

TERMS OF EMPLOYMENT – Your association with Parker is voluntary and you may end the association at any time. Similarly, Parker may conclude the employment relationship for any reason, at any time. It should be understood that neither you nor Parker, have entered into any contract of employment, expressed or implied. The relationship between you and Parker will always be one of voluntary "employment at will."

CODE OF CONDUCT – Parker conducts business upon the principle of fair dealing and ethical conduct. As an employee you are expected to demonstrate high standards of conduct and personal integrity in all interactions with our clients. You are expected to comply with all policies and procedures of Parker and our clients and to refrain from any form of illegal, dishonest, or unethical conduct. Failure to disclose prior convictions for illegal activity will result in dismissal. If, while on assignment through Parker, you experience any unethical, unlawful, discriminatory or harassing behavior you are expected to contact your Parker office immediately.

ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCE POLICY – Parker is committed to providing safe and healthy work environments for all of its employees. The abuse of alcohol, drugs, and controlled substances on company or client premises conflicts with this commitment. To this end the following rules apply:

- a. Employees may not possess, transfer, offer or use illegal drugs, controlled substance or alcohol, or be under the influence while on company or client property or on the company or client's time. An employee will be deemed "under the influence" if there is noticeable or perceptible impairment of the employee's mental or physical condition.
- b. Each employee is responsible for reporting the use of medically authorized drugs, which may result in job performance impairment or diminished work safety prior to accepting the assignment.
- c. Parker reserves the right to require an employee to submit, at the company's expense, a drug/alcohol test when there is reasonable cause to believe in the company's judgment, that the employee may be "under the influence" of drugs or alcohol or is otherwise suffering the effects of drug/alcohol abuse.
- d. Parker reserves the right to impose discipline, up to and including termination of employment for failure to comply with the terms of this policy.



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CONFIDENTIALITY – During your assignments you may acquire a great deal of proprietary information about our clients, their customers and suppliers. As an employee of Parker, you may not publish, disclose or utilize, in any way, information gained while on assignment or at any time thereafter without express permission from Parker or the client.

All materials, documentation, deliverables, data, and any other Work Product which results from, are conceived, made, discovered, written or created by you alone or jointly with third parties, whether such work is completed or work in progress are assigned to the Parker’s client to whom you are assigned. The client will own exclusively all right, title and interest in and to all your Work Product. On some assignments you may be asked to sign and abide by our client’s Intellectual Property, Confidentiality, or other policies as a condition of your assignment.

BENEFITS – Parker offers various benefits to its employees. As the policies may change from time to time, please ask Parker for a description of the current benefit program. As you are not an employee of our client, you are not entitled to participate in any plan, arrangement, or distribution by the client for its employees including, but not limited to, pension or retirement, stock option, profit sharing, bonus, medical insurance, dental insurance, life insurance disability insurance, vacation and/or sick leave plans or arrangements. You expressly waive any right you may subsequently have to any such benefits of client if your status is characterized in a way that would otherwise entitle you to benefits.

SEXUAL AND OTHER HARASSMENT - Parker expects all employees to accomplish their work in a professional and businesslike manner. Harassment of employees is a form of unlawful discriminatory behavior and is not permitted regardless of working relationship. Specifically forbidden is harassment of a sexual, religious, racial, or ethnic nature. Harassment includes unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures derogatory to either gender or to racial, ethnic, or religious groups; or basing personnel decisions on an employee’s response to sexually-oriented requests. Engaging in any act which discriminates against another employee because of race, color, national origin, gender, religion, creed, marital or veteran’s status, age, the presence of a disability or any other basis prohibited by local, state, or federal laws will not be tolerated. Sexual harassment is improper and illegal and is grounds for immediate dismissal. If you experience conduct of this sort, or feel that your work environment has become a hostile or offensive place to work, you should immediately bring the matter to the attention of your Parker Recruiter or Parker’s Director of Human Resources. Parker will ensure that all claims of discrimination or sexual harassment are reviewed and investigated so that appropriate steps may be taken. Please be assured your concerns will be investigated promptly and you will not suffer retaliation for reporting them.

AVAILABILITY – At the completion of your Parker assignment you must notify us of your availability for further work. If Parker is not notified, we will assume you are unavailable for employment. After 60 days of unavailability, we will assume you have voluntarily terminated your employment with us. Terminated employees must reapply to be considered for assignment.

I certify that the information that I have provided is true and complete. I understand that if any false information, omissions or misrepresentations are discovered, my application for employment may be rejected and, if I am employed, I may be subject to discipline up to and including termination of employment. I give Parker permission to verify my employment history and to solicit and secure other information which may be required to determine my suitability for employment. I have read and agree to abide by all policies and terms listed in this agreement.

SIGNATURE _____ DATE _____