



**HASTINGS & HASTINGS**

PREMIER PLACEMENT & STAFFING SINCE 1963

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## **AUTHORIZATIONS**

### **AUTHORIZATION AND CONSENT FORM FOR EMPLOYMENT REFERENCES AND EDUCATION VERIFICATION**

I have applied for employment through or with HASTINGS & HASTINGS, INC (HASTINGS.) Temporary employees are paid through HASTINGS' Payroll/Billing Service (PAYROLL SERVICE,) which will act as the "Employer of Record." As part of that application process, I have been requested to provide references and information regarding my background. The purpose and procedures used in this investigation have been fully described to me and I completely understand the reasons and potential uses of such investigation. I authorize HASTINGS and PAYROLL SERVICE to use any and all information acquired to make decisions regarding my employment, which may be disclosed to third parties. I understand and agree that if any material facts are discovered which differ from those facts stated by me on my employment application, at my interview, or at any time prior to commencing employment by HASTINGS, PAYROLL SERVICE or its Client, I may not be offered the job. Furthermore, I understand and agree that if material facts are later discovered which are inconsistent with or differ from facts I furnished before taking the job, that will be grounds for discipline up to and including the possibility of immediate discharge. I hereby authorize and request that my references, former employers and educational institutions I attended to provide to HASTINGS and/or PAYROLL SERVICE the information it requests about me, my employment and my educational background. I release and discharge HASTINGS/PAYROLL SERVICE, their employees and agents, and all persons or organizations which may provide information regarding me in accordance with this authorization, of and from any liability arising out of such inquiries or any response to such inquiry.

### **APPLICANT AUTHORIZATION AND RELEASE OF INFORMATION FOR CRIMINAL BACKGROUND**

In connection with my application for employment with HASTINGS/PAYROLL SERVICE, I authorize the procurement of a consumer report that will seek information as to my character and past employment. Further, I understand and agree that HASTINGS/PAYROLL SERVICE may request information from various federal, state, and other agencies, including public and private sources which maintain records concerning my past activities relating to my driving record, credit history, criminal record, civil matters, previous employment, educational background, as well as other past experiences. I authorize the release of this information without restriction to HASTINGS/PAYROLL SERVICE and their respective officers, agents or employees and to any customer of HASTINGS/PAYROLL SERVICE to which I may be assigned or by which I may be hired. I acknowledge that a facsimile or copy of this release shall be as valid as the original. This release is valid for all private persons, entities, and federal, state, county, and local agencies and authorities.

### **ARBITRATION PROVISION FOR INCLUSION IN EMPLOYMENT APPLICATIONS**

I agree that I will settle any and all claims, disparities, or controversies arising out of or relating to my application or candidacy for employment, or my employment and/or cessation of employment with HASTINGS/PAYROLL SERVICE, exclusively by final and binding arbitration before a neutral Arbitrator. By way of example only, such claims include but are not limited to, claims under federal, state, and local statutory or common law, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the Federal Medical Leave Act, the Florida Civil Rights Act, the law of contract and the law of tort.

### **HASTINGS & HASTINGS CONDITIONAL JOB OFFER**

As you know, HASTINGS is a staffing service that provides assignments for qualified individuals. Assignments may last a day, a month or more and they may be part-time or full time. Sometimes HASTINGS has jobs available quickly, or it can take months to locate an assignment for which you are qualified. For some applicants, HASTINGS never has the right position available. However, you seem to have the qualifications, skills and experience we need. Therefore, we want to put you on assignment contingent upon additional orientation, reference checks and/or your ability to perform the essential functions of the position. If you work for us as a Temporary Employee, your "employer of record" will be our PAYROLL SERVICE, Inc.

Maiden Name/Former Name: \_\_\_\_\_

## AUTHORIZATIONS

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### ACKNOWLEDGEMENTS

Upon hire, can you produce the documentation necessary to complete the I-9 Form? Yes  No

Have you ever been convicted of a felony? Yes  No

(Note: A felony conviction does not necessarily disqualify you from employment)

If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a crime involving dishonesty or false statements? Yes  No

If yes, please explain: \_\_\_\_\_

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### AGREEMENT

Hastings & Hastings provides only company paid positions for their applicants. This means that, in the event I am placed in a regular (Direct Hire) position as a direct or indirect result of a Hastings & Hastings referral, my employer is responsible to pay the employment fee/service charge.

In the event that regular employment is offered to me through a Hastings & Hastings, Inc. referral, I agree that:

I AM NOT OBLIGATED TO ACCEPT ANY EMPLOYMENT THAT YOU SUGGEST OR REFER ME TO

ACCEPT means either a written or verbal agreement to begin work

Accordingly, I acknowledge and agree that the only way I could become responsible is if:

- 1) I fail to report to work after accepting regular employment
- 2) I voluntarily resign my regular position within ninety days from the date I began work (without cause)
- 3) I accept regular or temporary employment with an employer to whom I was directly or indirectly referred by Hastings & Hastings (within one year of that referral) without informing Hastings & Hastings

I have read the above *Applicant Authorization and Consent Form for Employment References and Educational Verification, Applicant Authorization and Release of Information for Criminal Background, the Arbitration Provision for Inclusion in Employment Application statements, Hastings & Hastings Conditional Job Offer, Acknowledgements and Agreement.*

I hereby warrant that facts stated in the foregoing application are true and complete, are made for the purpose of inducing Hastings & Hastings to assist me in securing employment and I hereby employ you for that purpose.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name