



HASTINGS & HASTINGS

PREMIER PLACEMENT & STAFFING SINCE 1963

- 1221 Brickell Avenue
- Suite 900
- Miami, Florida 33131
- Tel: 305.374.2255
- www.hastingsonline.com

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:

AUTHORIZATIONS

AUTHORIZATION AND CONSENT FORM FOR EMPLOYMENT REFERENCES AND EDUCATION VERIFICATION

I have applied for employment through or with HASTINGS & HASTINGS, INC (HASTINGS.) HASTINGS Temporary employees are paid through HASTINGS' Payroll/Billing Service (PAYROLL SERVICE,) which will act as the "Employer of Record." As part of the 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 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.

AGREEMENT

Hastings & Hastings provides only company paid positions for their applicants. This means that, in the event I am placed in a regular position (hired and paid directly by the employer) as a direct or indirect result of a HASTINGS referral, my employer is responsible to pay the placement or acquisition fee.

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 I could become responsible for the placement or acquisition fee 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 (within one year of that referral) without informing HASTINGS

DIRECT CONTACT

- 4) I agree that I will not contact any company (including its employees or affiliates) to which I have been referred by HASTINGS within one year of that referral
- 5) I agree that if I am contacted by any company, (or its employees or affiliates) to which I've been referred by HASTINGS regarding employment within one year of that referral, I will inform HASTINGS immediately
- 6) I agree that if a company to which I was referred by HASTINGS refers me to another company for employment within one year of the original referral, I will inform HASTINGS immediately

In the event that there is any controversy or claim arising out of or relating to this Agreement, or to the interpretation, breach or enforcement thereof, and any action or proceeding is commenced related thereto, the prevailing party shall be entitled to reasonable attorney's fees, costs and expenses which shall include attorney fees at all levels including appeals and post judgment collection.

I have read the above *Authorizations* 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 engage you for that purpose.

Signature

Date

Print Name