

## CANDIDATE APPLICATION

## CONTACT INFORMATION

First Name

Last Name

Email

Cell Phone

Home Phone

Address

City  State  ZIP

## PROFESSIONAL REFERENCES (please include two)

Name

Phone

Email

Affiliation

Name

Phone

Email

Affiliation

Signature

Print Name

Date

## NON-DISCRIMINATION POLICY

smartdept. inc ("smartdept.") is an equal opportunity employer and does not discriminate on the basis of race, color, sex, sexual orientation, national origin, ancestry, age, religion, marital status, disability, or veteran's status with respect to any term or condition of employment, and abides by all applicable federal and state nondiscrimination, equal opportunity and affirmative action laws.

## NON-HARASSMENT POLICY

You should advise smartdept. inc. immediately if you are subjected to any unwelcome harassing conduct, including but not limited to sexual harassment, by clients, clients employees or customers, or smartdept. inc. employees. smartdept. inc. will immediately investigate any such complaint and will take appropriate action.

## REPRESENTATION AGREEMENT

Our clients consider smartdept. your representative when we present you for an employment opportunity with those clients. Once smartdept. has presented you to a client, any work you do with that client must be done through smartdept., and you may not contact that client regarding employment until 12 months after such presentation or the completion of your last assignment, whichever is later. You may also not contact any customer of any client for whom you performed work via a smartdept. referral. smartdept. in no way guarantees your placement with any of its clients.

smartdept. will not refer you to a client for potential employment without your permission. Any work done for a client becomes the property of that client, but you should feel free to ask for samples of work that you help produce.

## BACKGROUND CHECKS AND DRUG TESTING

Please note that some of smartdept.'s clients require us to conduct criminal background checks on, and administer drug tests to, job applicants prior to submitting those applicants for potential assignments with those clients. Your inability to successfully pass a criminal background and/or drug test may therefore prevent smartdept. from successfully placing you with its clients. In the event that you wish to be referred to a client that requires such background checks and/or drug testing for potential employment, smartdept. will provide you with additional documentation regarding the necessary background check and drug testing procedures, and will obtain your express written authorization before conducting any such background check and/or drug test.

## APPLICANT ACKNOWLEDGEMENTS

1. I represent that all information I enter on this application and on any other forms I complete in connection with my application is true and correct.
2. I understand and agree that any false statements or omissions of information on my part in connection with my application will be grounds for smartdept.'s termination of my representation.
3. If I receive and accept an assignment through smartdept. I agree to abide by the rules and regulations of smartdept.
4. My representation and/or employment may be terminated by me or smartdept. at any time, with or without cause.