



TEMPORARY EMPLOYEE - APPLICATION ADDENDUM

Name					
	Last	First	Middle		

I certify that on (date) I applied for employment at iSearch Finance Finance, LLC.

If you supply us with your e-mail address in the space indicated below or have provided it to us electronically, you may receive periodic e-mails from us with information on staffing trends, job opportunities, etc. iSearch Finance takes your privacy seriously and it is our policy to send such e-mails only to users who expressly give us permission to do so. In addition, except as required by law, your e-mail address will not be disseminated to anyone outside of iSearch Finance and its authorized agents. If you do not wish to receive future e-mails from us, you may remove yourself from these mailings at any time (there is always an option to remove yourself from our electronic mailing list included in each e-mail).

1. That the company's receipt of my application **DOES NOT IMPLY OR GUARANTEE THAT I WILL BE OFFERED, PLACED FOR EMPLOYMENT OR EMPLOYED FOR ANY PERIOD OF TIME.**

2. I understand and agree that if iSearch Finance hires me, I will be employed by iSearch Finance, and will not be an employee of any iSearch Finance client. I agree to accept and comply with the rules and working conditions established by iSearch Finance as well as any rules of the client while on the client's premises, applicable to the project or assignment. I understand and agree that iSearch Finance cannot and does not guarantee to its employees that any assignment or employment will last for any fixed duration and the assignment may be increased or decreased at the request of iSearch Finance or the client. I understand and agree that if iSearch Finance hires me, my employment relationship with iSearch Finance is at will. This means that iSearch Finance and I have the right to end my employment with iSearch Finance at any time, with or without cause, with or without notice.

3. I understand and agree that if I am hired or placed by iSearch Finance, I will not publish, disclose or utilize any confidential information of iSearch Finance or any clients of iSearch Finance, and I will assign and disclose to iSearch Finance's client(s) any invention perfected or conceived during my hours of work for such client(s) or related to my assignment. I agree to sign all papers necessary to enable iSearch Finance and or iSearch Finance's client(s) to obtain all rights, including patent and copyrights. I agree to indemnify iSearch Finance against any claim, demand or action brought by or on behalf of its client(s) alleging that I have, made or permitted an unauthorized infringement and/or disclosure of confidential information, brought against iSearch Finance by its client(s)

4. Have you ever been convicted of a felony or misdemeanor? Yes No

If you are currently a resident of the state Washington, please limit your response to seven (7) years. If you are currently, a resident of Washington D.C. please limit your response to ten (10) years. If you are resident of the State of Georgia you should not disclose any information pertaining to convictions protected under the First Offenders Act. If you are currently a resident of the State of California, answer No if the conviction is a MISDEMEANOR conviction relating to Marijuana and is more than two (2) years old or if you participated in any pre-trial or post-trial diversion programs. If you are currently a resident of the state of Massachusetts, answer no if the conviction is a MISDEMEANOR conviction that: 1) is a sealed record, or 2) is a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbances of the peace, or 3) where the date of conviction or the completion of any resulting incarceration is more than (5) years ago.

This question does not apply to convictions, which have been expunged, sealed, pardoned, or otherwise exonerated or eradicated. You may answer "no" with respect to any inquiry relative to prior arrests, which did not lead to a conviction. A conviction will not necessarily be a bar to employment. A conviction which is substantially and/or

reasonably related to the functions or qualifications of the position(s) for which you are applying may be taken into consideration.

(Note: No applicant will be denied employment solely on the grounds of a conviction of a criminal offense, The nature of the offense, the date of the offense, rehabilitation, the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)

If yes, please state the nature of the crime(s), when and where convicted and the disposition of the case:

As part of my application for employment and/or placement, I authorize iSearch Finance to verify my past employment, education and obtain references as well as to confirm any information provided on my application or submitted to iSearch Finance and I acknowledge my Authorization and Release for Background Investigations and Reference Information attached hereto and incorporated by reference.

I certify that all of the information submitted on this Addendum and my paper or computerized application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, I may be subject to discipline, up to and including termination.

Signature: _____ Date: _____

iSearch Finance Finance, LLC is an Equal Opportunity Employer - It is iSearch Finance's policy to make all employment decisions without regard to age, race, creed, color, religion, national origin, sex, physical or mental disability, veteran status, marital status, or any other protected status in accordance with applicable federal, state, or local laws.



AUTHORIZATION AND RELEASE FOR BACKGROUND INVESTIGATIONS & REFERENCE INFORMATION

I expressly authorize iSearch Finance to obtain references from prior employers and their personnel. I understand that I will not be entitled to and will not receive disclosure of such reference information.

I understand and agree that during the application process and, if employed, at any time during my employment with iSearch Finance and/or my representation for placement through iSearch Finance and/or **its Client** may require that I undergo one or more background investigations including my driving record, credit history, criminal records, civil matters, previous employment, education verification as well as other past experiences through various sources such as federal, state and other agencies (including public and private sources) which maintain records concerning my past activities. I hereby voluntarily authorize and consent to such background investigations. I further authorize the release of background screening results and reference information without restriction, to iSearch Finance, its Client(s), any consumer reporting agency and their respective officers, agents or employees.

In consideration for my employment and/or my continued employment, I hereby release iSearch Finance, its Clients, the consumer reporting agency and their respective parents, subsidiaries, and affiliated companies, and their officers, employees, agents, shareholders and representatives from any and all liability and responsibility arising out of or relating to the performance of any background investigation and/or any employment-related decisions made by iSearch Finance or its Clients based on any information obtained from a background investigation or the communication of any such information about me to any Client or potential Client.

I acknowledge receipt of a Stand Alone Consumer Notification which indicates that a background investigation report may be requested and used for the purpose of evaluating me for employment, promotion, reassignment or retention as an employee.

In the event the information obtained from a background investigation, or otherwise, reveals any false information, omissions or misrepresentations that I provided on my application, I understand that I may be ineligible for employment with iSearch Finance or, if I am employed by iSearch Finance, subject to immediate dismissal. Further, I acknowledge that I must promptly inform iSearch Finance in the event that I am convicted of any crime other than a minor traffic violation.

Note: If you are not a resident of California and/or Minnesota - proceed to the signature section at the bottom of page 2 -

California Residents please note: In connection with your application for employment, your credit report and/or consumer report may be obtained and reviewed.

If applicable, under California law, you have a right to receive a free copy of your credit report by checking the appropriate box below. Your credit report will be mailed to you by the credit bureau. In the alternative, you may elect to receive the entire Investigative Consumer Report, which will include your credit report.

YES, I am a California resident and would like a free copy of my credit report.

YES, I am a California resident and would like a free copy of my investigative Consumer Report.



AUTHORIZATION AND RELEASE FOR BACKGROUND INVESTIGATIONS & REFERENCE INFORMATION

California Notice:

You have the right under Section 1786.22 of the California Civil Code to contact ISearch Finance's Consumer Reporting Agency during normal business hours to obtain your file for your review. You may obtain such information as follows:

1. In person at the Agency's office at an address provided by your ISearch Finance representative. You will need to furnish proper identification prior to receiving your file. You may have someone accompany you and should inform such person that they will also have to present reasonable identification. If you want the Agency to disclose to or discuss your information with this third party, you may be required to provide a written statement granting the Agency permission to do so.

2. By certified mail, if you make a written request (and provide proper identification) to have your file sent to a specified addressee.

3. By telephone, if you have previously made a written request and provided proper identification.

The Reporting Agency has trained personnel to explain any information that is furnished to you and to explain any information that is coded.

Minnesota residents please note: In connection with your application for employments, your credit report and/or consumer report may be obtained and reviewed.

If applicable, under Minnesota law, you have a right to receive a free copy of your Investigative

Consumer Report by checking the box below:

☐ YES, I am a Minnesota resident and would like a free copy of my Investigative Consumer Report.

I hereby authorize ISearch Finance to transmit, electronically or otherwise any information necessary to perform background screening including all or part of my social security number where permitted by law.

I have read and understand page 1 and page 2 above. I acknowledge that a fax or copy of this authorization and release shall be as valid as the original. This release is valid for all private persons and entities, and federal, state, county and local agencies and authorities.

Signature: _____

Print Name:

Date



Employee Acknowledgement, Confidentiality and Non-Disclosure Agreement

In consideration for the hiring and employment by iSearch Finance Professional Staffing (iSearch Finance) of Employee for temporary assignments with iSearch Finance clients and/or with iSearch Finance as an In house temporary employee, and the undertakings hereunder set forth, the parties hereto agree as follows:

1. iSearch Finance is engaged in the business of providing supplemental staffing services to other businesses (hereinafter referred to as the "Client" or "Clients"). Employee is seeking a temporary position with iSearch Finance to provide services to iSearch Finance's Clients and/or to iSearch Finance.

3. "Employee" as defined on the signature line hereto and as used herein shall be applicable to the masculine and feminine; and the masculine usage includes the feminine. All references in this Agreement to iSearch Finance are intended to include iSearch Finance Professional Staffing LLC, its parent, subsidiaries, divisions and affiliates.

4. Employee acknowledges and agrees he is an employee of iSearch Finance and is not an employee of any Client of iSearch Finance and will be paid directly by iSearch Finance. As such, Employee acknowledges he will not be entitled to any benefits or compensation from any Client benefit plan, policy, or program.

5. I will not solicit or accept any work with or at the client(s) of iSearch Finance, directly or indirectly, without prior written approval of iSearch Finance. If I receive an offer of employment from an iSearch Finance client company or its affiliate as a result of an iSearch Finance introduction or before, during or after temporary employment there through iSearch Finance, I will notify iSearch Finance immediately. I understand that the client company is responsible for any applicable fees associated with hiring me.

6. Where applicable, Employee has read and understood the Client's policies regarding the privacy of individually identifiable health information (or protected health information (PHI)), as mandated by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). In addition, Employee acknowledges that he/she has received training in iSearch Finance and its Client's policies concerning PHI use, disclosure, storage and destruction as required by HIPAA.

In consideration of his/her employment or compensation from iSearch Finance, Employee hereby agrees that he/she will not at any time - either during his/her employment or association with iSearch Finance or its Client or after his/her employment or association ends - use, access or disclose PHI to any person or entity, internally or externally, except as is required and permitted in the course of his/her duties and responsibilities with iSearch Finance set for in iSearch Finance or its Client's privacy policies and procedures or as permitted under HIPAA. Employee understands that this obligation extends to any PHI that he/she may acquire during the course of his/her employment or association with iSearch Finance or its Client, whether in oral, written or electronic form and regardless of the manner in which access was obtained.

Employee understands and acknowledges his/her responsibility to apply iSearch Finance or its Client's policies and procedures during the course of his/her employment or association. He/she also understands that unauthorized use or disclosure of PHI will result in disciplinary action, up to and including the termination of employment or association with iSearch Finance and the imposition of civil penalties and criminal penalties under applicable federal and state law, as well as professional disciplinary action as appropriate.

7. Any and all ideas, discoveries and/or inventions (including but not limited to improvements and modifications) relating to work performed by Employee, or relating to or suggested by matters disclosed to Employee in connection with work to be performed, whether or not patentable or register able under applicable law, whether made, practiced or conceived by Employee, solely or jointly with others, during the term of his assignment at iSearch Finance and/or Client (collectively, the "Inventions"), shall be the property of and promptly disclosed to iSearch Finance and/or its Client or nominee. Employee hereby assigns to iSearch Finance and/or its Client or nominee all Employee's right, title and interest in and to the Inventions (and all related proprietary rights). Employee acknowledges that all original works of authorship made by Employee (solely or jointly with others) during the course of his assignment at iSearch Finance and or its Client shall be "works made for hire" as that term is defined in the United States Copyright Act, as amended. Either iSearch Finance, Client or its nominee shall have the right to file and prosecute, at its own expense, all patent applications, whether U.S. or foreign, on said ideas, discoveries and/or Inventions. Employee shall, during the term of his assignment at iSearch Finance and/or Client and for a minimum of one (1) year and a reasonable time thereafter, cooperate fully and provide iSearch Finance, Client or its nominee all documents, information and assistance requested for filing, preparing, prosecuting or defending any legal action or application pertaining to such ideas, discoveries and/or Inventions, patent applications and letters patent issuing thereon. In addition, upon request, Employee shall execute and deliver to iSearch Finance and/or Client or its nominee

Employee Acknowledgement, Confidentiality and Non-Disclosure Agreement

such agreements pertaining to ideas, discoveries and/or Inventions, during the period of Employee's assignment and thereafter, as may be requested. Employee understands that this Section 6 shall not apply to any Inventions for which no equipment, supplies, proprietary or trade secret information of iSearch Finance and/or its Client was used and which was developed entirely on Employee's own time, unless (a) the Inventions relate to the business of iSearch Finance and/or its Client or (b) the Inventions result from any work done by the Employee for iSearch Finance and/or its Client.

8. Employee acknowledges and agrees that he/she cannot disseminate or disclose to any third party, or use for Employee's own benefit, any Confidential Information relating to the products, business or affairs of iSearch Finance or of Client which is in any way acquired during or by reason of Employee's employment with iSearch Finance and/or Client. For purposes of this Agreement, "Confidential Information" is deemed to include but is not limited to information in any format pertaining to corporate strategic plans, budgets, profit & loss data, raw material costs, identity of suppliers, customer lists, customer information, advertising and marketing plans, sales plans, new product developments, proposed launches, discontinuance of existing products, product and consumer testing data, sales and market research, technology research and development, formulae, processes, methods, machines, ideas, concepts, new products, improvements, inventions, and associations with other organizations which iSearch Finance and/or Client have not previously made available to the public, and all other proprietary or trade secret information as those terms are defined under all applicable laws.

9. Upon termination of Employee's assignment, and at such other times as iSearch Finance or Client may request, Employee shall deliver to iSearch Finance, to Client or its designated nominee in writing, the originals, copies and any excerpts from all notebooks, reports, letters, copies, manuals, drawings, blueprints, discs, e-mails, CD-ROMS and all other materials relating to Client's business, including all confidential and proprietary information, in the Employee's possession or control.

11. During and after Employee's employment with iSearch Finance, Employee agrees that he shall not make any false or defamatory statements about iSearch Finance or its Clients.

12. Employee agrees that his obligations hereunder shall continue beyond the termination of an assignment with a Client and/or termination of employment with iSearch Finance and shall be binding upon his/her legal representatives, heirs, successors and assigns and shall inure to the benefit of iSearch Finance and iSearch Finance's Clients as well as all subsidiaries and affiliated and their respective successors and assigns.

13. Employee acknowledges that any and all employment with iSearch Finance hereunder is EMPLOYMENT AT WILL.

14. No term or provision of this Agreement may be changed, waived, or terminated orally but only by a written instrument signed by the party against whom the enforcement of such change, waiver or termination is sought.

15. In the event any provision herein shall be judged illegal, void or unenforceable, the balance of the Agreement shall remain in full force and effect.

16. Employee hereby acknowledges that he has read and understands this agreement.

Agreed to by Employee:

Signature: _____

Print Name:

Date:



Commitment Sheet

My signature at the bottom of this document confirms that I understand and agree to the following:

- I understand and agree that I am responsible to behave in a professional manner. This means that my personal conduct, including conversations in the workplace, must be free of behavior that violates iSearch Finance's policies or those of iSearch Finance's Clients. I understand that my failure to abide by iSearch Finance's policies or those of its Clients may result in disciplinary action up to and including termination. I will refrain from threatening, harassing or discriminatory conduct or language.
 - I will bring all complaints or disputes about my assignment or working conditions to my iSearch Finance Representative.
 - During or after my employment with iSearch Finance or its Clients, I will not make any false or defamatory statements about iSearch Finance or its Clients.
 - I understand and agree that in the event that I am required to drive my own automobile in connection to my assignment, that I will be responsible for maintaining my own automobile liability, collision and property insurance and that iSearch Finance does not maintain any coverage for damage to my vehicle or the property of another or injury my vehicle may cause to another individual.
 - I agree to promptly contact my iSearch Finance office in the event that I am asked to perform work or operate equipment which I believe is unsafe, if I am asked to drive or travel in the course of performing my duties, and/or if I am asked to handle cash or wire transfers.
 - I will not solicit or accept any work with or at the client(s) of iSearch Finance, directly or indirectly, without prior written approval of iSearch Finance. If I receive an offer of employment from an iSearch Finance client company or its affiliate as a result of an iSearch Finance introduction or before, during or after temporary employment there through iSearch Finance, I will notify iSearch Finance immediately. I understand that the client company is responsible for any applicable fees associated with hiring me.
 - I agree not to transfer to another temporary service while on an assignment at an iSearch Finance Client or to return to the same assignment through another service or as an independent contractor for a period of one year after assignment there through iSearch Finance.
 - I understand that if I am injured while working on assignment, I will report my injury to iSearch Finance immediately. I understand that my failure to do so may result in the delay/denial of any benefits to which I may be entitled.
 - I understand and agree that as a temporary employee, I will not be entitled to compensation or any benefits from iSearch Finance's clients. I knowingly and expressly waive any claim to any compensation or employee benefits provided by iSearch Finance's Clients.
 - While employed by iSearch Finance on a temporary assignment, I will never render an opinion or sign a financial statement or tax return on behalf of iSearch Finance or iSearch Finance's Client.
 - I understand that it is my responsibility to contact my iSearch Finance office upon completion of an assignment and to notify iSearch Finance when I am available for reassignment. I understand further that if iSearch Finance does not receive information from me concerning my availability to iSearch Finance or if I turn down an assignment, I may be denied further assignments and/or unemployment benefits. In order to be eligible for unemployment compensation benefits, some State regulations require "Temporary Employees" to notify the "Temporary Help Services Firm" upon completion of an assignment. Unemployment benefits may be denied for a failure to fulfill this obligation.
 - Should I be placed on an assignment where electronic mail (e-mail), internet and/or internet access is provided, I acknowledge that the system(s) should only be used for official company business and to assist in the performance of my duties while on assignment. I agree not to use an iSearch Finance client company's e-mail system, intranet, internet, telephones or other electronic systems in any way that may be seen as insulting, disruptive or offensive by other persons or harmful to morale. I understand that misuse of an iSearch Finance client company's provided systems may result in disciplinary action up to and including termination.
- Timecard and Payment Procedures – Temporary Assignments
- I will abide by iSearch Finance's timecard and payment procedures.

- I understand that I will be terminated from iSearch Finance if I engage in altering or tampering with my timecard and/or submitting hours I did not work. Additionally, I understand that iSearch Finance reserves the right to prosecute me for any occurrence of time card fraud to the fullest extent of the law.
- I realize that my rate of pay may differ from the pay received by others who are performing a similar service for a client, regardless of whether they are employees of the Client or of iSearch Finance other agencies. I will not discuss my pay with the Client; I understand that this is confidential information between iSearch Finance and me.
- I will bring any complaints or disputes about my pay to my iSearch Finance Representative.

Candidate Name (print)

Candidate Signature_____

Date



Substance Abuse Policy

This policy is to ensure that ISearch Finance Professional Staffing employs a work force which is free from the adverse effects of alcoholic beverages, illegal drugs or legal drugs obtained illegally or taken for the purpose of abuse.

The following activities are prohibited under the policy and will result in disciplinary action up to and including termination.

- The use, abuse, purchase, possession or concealment of Illegal Drugs while on iSearch Finance's or client's premises or while performing an assignment.
- The unauthorized use of alcoholic beverages or the possession of an open container containing alcoholic beverages while on iSearch Finance's or the client's premises while performing an assignment.
- Work impairment due to the use of Illegal Drugs or Legal Drugs or an impermissible level of Illegal Drugs or Legal Drugs in the system while performing an assignment.
- The abuse of medications prescribed by a physician and over-the-counter medication to the extent that job performance or fitness for duty is adversely affected. The legal use of over-the-counter medication and controlled substances prescribed by a licensed physician is not prohibited, however, employees are required to notify their supervisor when taking any medication that interferes with their ability to perform the essential job functions of a particular assignment prior to or during an assignment at a client's facility.
- Involvement with Illegal Drugs or alcohol which has or may have an adverse impact on the client, where for example it has or may have an effect on any employee's ability to perform his/her duties, may endanger the safety of fellow employees or the public, or may damage the client's or iSearch Finance's property, may damage the client's or iSearch Finance's reputation for providing safe and dependable work, or may undermine the public's or government's confidence in iSearch Finance or the client.
- Types of testing that may be requested include the following: Pre-Assignment, Return to Work, Post Accident, Random and Reasonable Suspicion (For Cause).

Should the client request a drug test for an assignment and the results of a drug and/or alcohol test are positive, the employee should discuss the following options with the appropriate iSearch Finance Representative.

- The right to request a copy of iSearch Finance's "Release and Consent for Drug Testing" form signed by the employee.
- The right to request a copy of his/her drug and/or alcohol test results.
- The right to request an immediate re-test of the employee's original sample at the employee's expense (or as otherwise required by state law) and at a facility designated by ISearch Finance.
- If the re-test results are positive, the employee's employment with iSearch Finance will be terminated.
- If the re-test results are negative, the employee will be eligible for assignment with iSearch Finance.

Failure to pass a drug test prohibits an employee from employment at ISearch Finance for a period of one (1) year. Reinstatement to ISearch Finance employment may only be accomplished providing the employee has a negative result on a drug test at the end of the one (1) year waiting period. The test is to be completed at the employee's expense and at a facility designated by ISearch Finance (or as otherwise allowed by state law).



DRUG/ALCOHOL TESTING CONSENT FORM

I understand that iSearch Finance Professional Staffing has adopted a Substance Abuse Policy ("Policy") which I have received, read and understand. In addition, I understand that some iSearch Finance Clients have adopted different policies requiring drug and/or alcohol testing. It is my understanding that the Policy and Client policies are implemented for the purpose of providing me with a safer work environment.

By signing below, I hereby voluntarily authorize and consent to such drug and/or alcohol testing as provided by the Policy and Client policies. I also authorize and consent to the release of the results of such drug and/or alcohol tests to employees, agents and representatives of both iSearch Finance, the Client, and the drug testing companies (including the testing laboratory).

In consideration for my employment and/or my continued employment, I hereby release iSearch Finance, its Clients, the drug testing companies, their respective parents, subsidiaries, and affiliate companies, and their officers, employees, agents, shareholders and representatives from any and all liability and responsibility arising out of or relating to the performance of any drug test and/or alcohol test (during my assignment) required by the Policy and Client policies and/or any employment-related decisions made by iSearch Finance or its Clients based on any information obtained from a drug/alcohol test.

I have read and understand the above. I acknowledge that a fax or copy of this authorization and release shall be as valid as the original. This release is valid for all private persons and entities, and federal, state, county and local agencies and authorities.

Date

Signature: _____

Print Name