



### APPLICATION for CO-EMPLOYMENT

LAST NAME		FIRST NAME		MI
MAILING ADDRESS		CITY	STATE	ZIP CODE
STREET ADDRESS (IF DIFFERENT)		CITY	STATE	ZIP CODE
COUNTY OF RESIDENCE	HOME PHONE	MESSAGE / CELL PHONE		
EMAIL ADDRESS			EMERGENCY CONTACT: NAME / PHONE	
HAVE YOU EVER HAD A SECURITY CLEARANCE? <input type="checkbox"/> YES <input type="checkbox"/> NO		WHERE?	WHEN?	LEVEL?
HAVE YOU BEEN CONVICTED OF A FELONY IN THE LAST 7 YEARS? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(CA applicants need not list marijuana possession crimes older than 2 years.)</small>		IF YES, PLEASE EXPLAIN	ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER APPLIED WITH BARRETT BEFORE? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, GIVE DATE / BRANCH	IF NO, DO YOU HAVE A WORK PERMIT? <input type="checkbox"/> YES <input type="checkbox"/> NO	
HAVE YOU EVER BEEN REFUSED A BOND?		IF SO, WHEN?		

### EMPLOYMENT HISTORY

<b>CURRENT EMPLOYER</b>		TITLE / POSITION		
EMPLOYEE ID #	DEPARTMENT	DATE OF HIRE		
<b>EMPLOYER (1)</b>		TITLES / DUTIES		
ADDRESS				
SUPERVISOR	PAY RATE	DATES	TO	
TELEPHONE	REASON FOR LEAVING			
COMMENTS				
<b>EMPLOYER (2)</b>		TITLES / DUTIES		
ADDRESS				
SUPERVISOR	PAY RATE	DATES	TO	
TELEPHONE	REASON FOR LEAVING			
COMMENTS				
<b>EMPLOYER (3)</b>		TITLES / DUTIES		
ADDRESS				
SUPERVISOR	PAY RATE	DATES	TO	
TELEPHONE	REASON FOR LEAVING			
COMMENTS				

### EDUCATION

	INSTITUTION	CITY, STATE	FIELD OF STUDY
<input type="checkbox"/>	High School Grad		
<input type="checkbox"/>	Trade School		
<input type="checkbox"/>	GED		
<input type="checkbox"/>	AA/AS Degree		
<input type="checkbox"/>	BA/BS Degree		
<input type="checkbox"/>	Masters		
<input type="checkbox"/>	Ph.D.		

## AT-WILL EMPLOYMENT

Employment at your Worksite Employer and Barrett Business Services, Inc. (BBSI) is AT-WILL. The employment relationship may be terminated for any reason with or without cause or notice at any time by you or either Company. No oral statement shall limit the right to terminate employment at-will.

## EQUAL EMPLOYMENT PRACTICES

BBSI is an equal opportunity employer and makes employment decisions on the basis of merit. BBSI's policy prohibits unlawful discrimination based on race, disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws. BBSI's commitment to equal opportunity employment applies to all persons involved in the operations of the company and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with disabilities, BBSI will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

If BBSI determines that unlawful discrimination has occurred, remedial action will be taken, commensurate with the severity of the offense. Appropriate action will also be taken to deter any future discrimination. BBSI will not retaliate against you for filing a complaint and will not knowingly permit retaliation by management employees or your co-workers.

## UNLAWFUL HARASSMENT, SEXUAL HARASSMENT AND WORKPLACE VIOLENCE

BBSI does not tolerate harassment, sexual harassment or violence of any type to our employees, clients, vendors or suppliers. Any form of harassment which is prohibited by the Equal Employment Opportunity Commission and which violates federal, state or local law, including, but not limited to, harassment related to an individual's race, religion, color, sex, sexual orientation, national origin, ancestry, citizen status, marital status, pregnancy, age, medical condition, handicap or disability is a violation of this policy. Any employee who engages in any of the acts or behavior described below, is subject to employee disciplinary action, up to and including immediate discharge.

**HARASSMENT:** Verbal, physical or visual conduct of a racial, ethnic or other type which, in the employee's opinion, impairs his or her ability to perform the job.

**SEXUAL HARASSMENT:** Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment of a person of the same sex as the harasser, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment and coerced sexual conduct by a person in a position of authority.

**VIOLENCE:** Any behavior that could be construed as violent in nature or any physical action that is intimidating or violent to any person.

Complaints of harassment of any type should be reported immediately, without fear of reprisals, to both your Worksite Employer AND to BBSI. Confidentiality will be maintained to the extent permitted by the circumstances.

## ELECTRONIC DATA SYSTEMS

BBSI and/or Worksite Employer may maintain a voice-mail system, an electronic mail (e-mail) system or various other systems to assist in the conduct of business. These systems, including the equipment and the data stored in the system are, and remain at all times, the property of BBSI and/or Worksite Employer. As such, all messages created, sent, received or stored in the system are and remain the property of BBSI and/or Worksite Employer. All information and data maintained by BBSI and/or Worksite Employer should be considered confidential BBSI and/or Worksite Employer information and should not be disclosed to unauthorized personnel.

Messages should be limited to the conduct of BBSI and/or Worksite Employer business. Voice-mail and electronic mail may not be used for the conduct of personal business and may be reviewed by BBSI and/or Worksite Employer.

## EMPLOYEE EXPENSE REIMBURSEMENTS

At the express written request of a Worksite Employer, BBSI, on behalf of the Worksite Employer, will make allowances, advance funds, or reimburse Employees for expenditures made by Employees in connection with services performed for or on behalf of the Worksite Employer.

The Worksite Employer shall maintain and administer an accountable plan for all advances, allowances, or reimbursements made to Employees. Any advances, allowances, or reimbursed expenses paid to the Employees are considered as made by the Worksite Employer and pursuant to the Worksite Employer's accountable plan. BBSI is the Worksite Employer's paying agent in connection with Worksite Employer's accountable plan.

BBSI does not and shall not maintain an accountable plan for the Employees of the Worksite Employer.

## ALCOHOL and DRUG POLICY STATEMENT

Concern for employees safety and health has always been and continues to be a major commitment of BBSI ( the Company ). The Company expects all employees to assist in maintaining a work place free from alcohol and drugs.

### POLICY

Buying, selling, giving, receiving, possession or use of, or impairment from illegal drugs, while on Company premises, during work hours or meal breaks is not permitted. This includes all behavior-altering substances that could influence job performance. Impairment from or use of alcohol while on Company premises or during work hours is not permitted. Employees are expected to be in suitable mental and physical condition at work, free from all influences of alcohol and drugs.

The proper use of medically prescribed or over-the-counter drugs during work hours is permitted, provided there is not a precaution concerning job performance or safety (for example, operating machinery or motorized vehicles). If there is a precaution, employees must notify their supervisor prior to starting work.

Violations of this policy are grounds for disciplinary action, up to and including termination of employment or denial of employment.

### MEDICAL EVALUATIONS, SCREENING AND TESTING

**CONSENT FORM:** A signed consent form is to be obtained from an applicant or employee before a test, screen, or evaluation is conducted.

**APPLICANTS:** The Company reserves the right to screen, test, or otherwise evaluate for alcohol and drug use those whose employment might present serious safety risks if alcohol or drug abuse were present. If a screen result is positive, the applicant has the option to undergo a clinical test or decline going further in the application process. If the clinical test results are positive the applicant is not to be hired and must pay for the test. If the clinical test results are negative, the normal application process may be resumed and the Company will pay for the test.

**EMPLOYEES:** The Company reserves the right to test, screen, and otherwise medically evaluate all employees for alcohol and drug abuse. This may be done on a probable cause, post-injury, random, or systematic basis at any time the Company decides to do so. When an employee is screened and the results are positive, the employee is to be immediately suspended from work and removed from the work site until clinical test results return. When an employee is clinically tested and the results are positive, the employee is to be terminated. If the results are negative from the clinical test, the employee is to be paid for any time missed because of the suspension and be returned to his/her previous position.

**REFUSALS:** A refusal to submit to screening, testing, or evaluations will render the same results as if the confirmation test produced a positive result, namely, ineligibility for hire, and if currently an employee, termination of employment.

**TAMPERING:** Tampering or attempting to tamper with a specimen sample will render the same results as if a confirmation test produced a positive result, namely, ineligibility for hire and if currently an employee, termination.

This policy in no way should be construed as an employment contract of any kind, implied or otherwise.

### SEARCHES

The Company specifically reserves the right to carry out reasonable searches of personal effects and vehicles when individuals are entering, while on, and leaving company premises including, but not limited to, all occupied or vacant, land, buildings, structures, installations, automobiles, trucks, and all other company owned or leased property. Submission to such a search is voluntary; however, refusal may be cause for expulsion from premises, and if an employee, discipline up to and including termination of employment.

## ACKNOWLEDGEMENT and AGREEMENT

I have been informed of my Worksite Employer s agreement with Barrett Business Services Inc. (BBSI) for Professional Employer Services.

I understand that I will be co-employed by my Worksite Employer and BBSI. My signature below acknowledges that I have been informed of this fact and am in agreement with it.

I understand and agree that my Worksite Employer and BBSI reserves the right to at-will employment and that no employment contracts are implied or otherwise entered into.

If I am ever injured on the job or unable to perform my job duties because of a job related injury, I agree to immediately report the facts TO BOTH my Worksite Employer and BBSI. I agree to immediately report to BBSI in order to perform any modified work as assigned.

I understand and agree that falsification of information, misleading statements, misrepresentation, or omission of facts on this or other Worksite Employer or BBSI employment forms, is cause for denial of employment or if employed, cause for dismissal regardless of when discovered.

BBSI does not discriminate among applicants or employees on the basis of race, color, age, sex, religion, national origin, marital status, the presence of medical conditions or disability, or any other legally protected status. BBSI is not an employment agency.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_