



A Division of

TECHNICOM
SERVICES, INC.

**EMPLOYMENT
APPLICATION PACKAGE #1**

Pre-Employment Application Form

SECTION I – PERMISSIONS AND AGREEMENTS

1. **Background Check Permission for Prospective or Current Employee:** I hereby authorize all corporations, companies, credit agencies, schools, government agencies, persons, military services, and former employers to release information they may have about me to interBay Technologies or its agents and employees, and release all persons or companies from any liability or responsibility from doing so. Further, I authorized the procurement of a consumer report and credit check, and understand that such a report may contain information about my background, character, and personal reputation. I understand that this notice will also apply to any future update reports that may be requested.

2. **Alcohol and Drug-Free Workplace Policy:** The following policy is required by the Drug-Free Workplace Act and complies with applicable law concerning drug use in the workplace.
 - a. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a alcohol and drug-free, healthful and safe work environment.

 - b. The unlawful manufacture, distribution, possession or use of alcohol and or a controlled substance on interBay Technologies (the “Company’s”) premises or while conducting the Company’s business off its premises (e.g., customer job or work site location) is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

 - c. Employees must report any conviction under a criminal drug statute for violations occurring on or off the Company’s premises while conducting the Company’s business. A report of a conviction must be made within five-(5) days after the conviction.

 - d. interBay Technologies recognizes alcohol and or drug dependency as an illness and a major health problem. interBay Technologies also recognizes drug abuse as a potential health, safety and security problem. Employees needing help in dealing with such problems are encouraged to use our employee insurance programs. Additional information about these programs is available from the Human Resources Manager. Conscientious efforts to seek such help will not jeopardize any employee’s job and will not be noted in any personnel record.

 - e. Drug screening policy. The Company’s customers require interBay Technologies to certify prospective new employees and current employees annually. interBay Technologies is in strict compliance with these requirements and therefore the applicant will be required to complete a drug screen at the Company’s expense within 24-48 hours of signing this application package. This time frame may be extended due to unusual situations and only by the prior approval of the President

or Executive Vice President. Finally, interBay Technologies reserves the right to perform random drug screening to ensure on-going compliance with its drug-free workplace policy.

3. **Sexual Harassment Policy**: In order to provide a productive and pleasant working environment, it is important that we at interBay Technologies endeavor to maintain a workplace characterized by mutual respect. Accordingly, sexual harassment in our workplace will not be tolerated.
 - a. Sexual harassment has been defined as a form of sex discrimination, consisting of unwanted sexual advances. Examples of **prohibited sexual harassment** include:
 - i. Supervisors or managers explicitly or implicitly suggesting sex in return for a hiring, compensation, promotion or retention decision.
 - ii. Verbal or written sexually suggestive or obscene comments, jokes, or propositions.
 - iii. Unwanted physical contact, such as touching, grabbing or pinching.
 - iv. Displaying sexually suggestive objects, pictures, or magazines.
 - v. Continual expression of sexual or social interest after an indication that such interest is not desired.
 - vi. Conduct with sexual implications when such conduct interferes with the employee's work performance or creates an intimidating work environment.
 - vii. Suggesting or implying that failure to accept a request for a date or sex would adversely affect the employee in respect to a performance evaluation or promotion.
 - b. We will endeavor to protect employees, to the extent possible, from reported **harassment by non-employees** such as from customers, vendors and other parties who have workplace contact with our employees.
 - c. **Complaint Procedure**: An employee who feels that he or she has been harassed is strongly urged to immediately bring the subject to the attention of the appropriate supervisor or to the Human Resources manager. Inquires and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in as confidential a manner as is compatible with a thorough investigation of the complaint.
 - d. **Discipline**: Any employee found to have harassed another employee or applicant for employment will be subject to appropriate disciplinary action, including reprimands, suspension or termination of employment. A person committing sexual harassment may also be held legally liable for his or her action(s) under applicable law.

4. **Employee Conduct and Work Rules:** To ensure orderly operations and provide the best possible work environment, interBay/TechniCom expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. *The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:*

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with interBay/TechniCom is at the mutual consent of interBay/TechniCom and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

I have read, acknowledge my understanding and further agree to interBay Technologies' permissions and policies concerning:

Section I.1-Background Check Permission for Prospective or Current Employee

Section I.2-Alcohol and Drug-Free Workplace Policy (including drug screen policy)

Section I.3-Sexual Harassment Policy

Section I.4-Employee Conduct and Work Rules

Print Name

Sign Name

Date

EMPLOYMENT HISTORY

Please list all employments for the past five-(5) years, starting with the most recent position. You may attach a resume and list of references in lieu of completing this section. Your list of references must contain at a minimum a contact name and or number for each employment listed.

Resume attached? <input type="checkbox"/> Yes <input type="checkbox"/> No List of References attached? <input type="checkbox"/> Yes <input type="checkbox"/> No
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If Résumé AND List of references are not attached, please continue here:

Employed From: / / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed To: / / /	Employer Address	Supervisor Phone Number:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			

Employed From: / / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed To: / / /	Employer Address	Supervisor Phone Number:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			

Employed From: / / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed To: / / /	Employer Address	Supervisor Phone Number:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			

Employed From: / / /	Employer Name:	Supervisor Name:	Starting Salary:
Employed To: / / /	Employer Address	Supervisor Phone Number:	Ending Salary:
Job Title:		Reason for Leaving:	
Duties and Responsibilities:			

GENERAL

Please read the following questions and then check the appropriate box:

	Yes	No	N/A	
1.				May we contact your current employer for references?
2.				May we contact individuals listed on your list of references?
3.				Will you be able to perform the essential job functions for the position you are applying for with or without reasonable accommodation?
4.				If hired, will you be able to work overtime?
5.				If hired, will you be able to travel as required for the position you are applying for? If you do not know the travel requirements for the job please STOP here and find out before proceeding.

The above information including any attachments by me is true and correct. I understand that, in the event of my employment by the Company, I shall be subject to dismissal if any information that I have given in this application package is false or misleading or if I have failed to give any information herein as requested, regardless of the time elapsed after discovery.

I authorized the Company to inquire into my educational, professional and past employment history and references as needed to research my qualifications for this position. I hereby give my consent to any former employer to provide employment-related information about me to the Company and will hold the Company and my former employer harmless from any claim made on the basis that such information about me was provided or that any employment decision was made on the basis of such information. I further authorize the Company to obtain any credit and consumer check.

I understand that nothing in this employment application, the granting of an interview or my subsequent employment with the Company is intended to create an employment contract between myself and the Company under which my employment could be terminated only for cause. On the contrary I understand and agree that, if hired; my employment will be terminable at will and may be terminated by me or the Company at any time and for any reason. I understand that no person has any authority to enter into any agreement contrary to the foregoing.

If employed, I will be required to provide original documents which verify my identity and right to work in the United States under the Immigration Reform and Control Act (IRCA) OF 1986. The document(s) provided will be used for completion of Form I-9.

I hereby acknowledge that I have read and agree to the above statements.

Signature

Date