



Non-Disclosure Guidelines

To: Google Candidates
From: Google Staffing

Now that you've been scheduled for interviews at Google, we need to take a moment to remind you of a few things before you come in. This is particularly important if you are currently an employee of another company.

First and foremost, we don't want you to share any information in your interviews about your current employer that is confidential or trade secret information. We mean it.

- This means anything – whether or not it was formally marked as confidential or trade secret, or whether or not you signed an NDA for it.
- This means information in any form – verbal, electronic or paper.
- This means information about your current co-workers, good, bad or indifferent.

If you are asked any question during your interviews with Google that you believe would lead you to divulge confidential or trade secret information in your answer, just tell your interviewer that it's not appropriate for you to discuss this topic. This won't be a problem – your interviewer will present another question, and the interview will continue.

If you continue in the interview process with us, please take reasonable steps to ensure that you are not continuing to be exposed to confidential or trade secret information at your current employer. We don't want you to put yourself in a position where your company might wonder whether you were viewing or hearing information with the thought of what you might want to share with Google. This is critical if you decide to accept an offer, even if you haven't formally accepted or shared your decision with your employer.

Lastly, think about whether you are subject to any obligations in addition to confidential information obligations that may restrict or impact your ability to accept a job at Google or perform certain roles here. This may take the form of a non-competition clause in an NDA or other employment document you signed at your current company. You are responsible for understanding what any prohibitions may include and how they impact you. You may want to talk to an attorney of your own choosing about this, if you decide to move forward in this process.

Have questions on any of this? Please let your recruiter know, and he or she will pass along your questions to the proper person within Google for a response.

This may sound like a lot to keep in mind, but it's extremely important to us that people who interview with Google keep their commitments to their current employers. As you probably know, we believe it's possible to run a successful business without doing evil, and that's how we intend to operate.

Again, thanks for your interest in Google. We look forward to meeting you.

Google Staffing



Employment Application

Google is an equal opportunity, affirmative action employer. Qualified applicants are considered without regard to race, color, religion, veteran status, national origin, ancestry, pregnancy status, sex, gender identity or expression, age, marital status, mental or physical disability, medical condition, sexual orientation or any other characteristics protected by applicable law. Please do not substitute a resume in lieu of completing this application.

Today's Date 1/18/2017

Your Contact Information

| | | |
|--|--|---------------------------------|
| First Name Ashley | Middle Name Rose | Last Name Helfinstein |
| <hr/> | | |
| Street Address 1600 Grand Avenue | City, State Saint Paul, MN USA | Zip Code 55105 |
| E-mail Address ahelfins@macalester.edu | Telephone (Preferred) (408) 306-6054 | Telephone (Alternate) _____ |

Type of Position Desired: Google Engineering Practicum Intern Preferred Work Location _____

If hired, will you be 18 years of age or older upon your joining? **Yes**

Are you legally eligible to work in the US? **Yes**

Do you currently need, or will you someday require, Google to sponsor work authorization for you to be hired in the US? **No**

Educational Background

| | | |
|--|--------------------------------------|------------------------------------|
| Name of School Homestead High School | Country USA | Start/End Date 8/12-6/16 |
| Major Subject _____ | Degree High School Diploma | Graduated Yes |

| | | |
|---|-----------------------------|-------------------------------|
| Name of School Macalester College | Country USA | Start/End Date 8/16 |
| Major Subject Computer Science | Degree Bachelor's | Graduated Current |

| | | |
|-------------------------|------------------|-------------------------|
| Name of School _____ | Country _____ | Start/End Date _____ |
| Major Subject _____ | Degree _____ | Graduated _____ |

Professional References

***Note:** We will not contact the listed references until after your onsite interview (with your permission).

| | |
|---|---------------------------------|
| Name/Title/ Business Relationship _____ | Permission to contact? _____ |
|---|---------------------------------|

E-mail Address _____

Phone: _____

Name/Title/
Business
Relationship _____Permission
to contact? _____

E-mail Address _____

Phone: _____

Name/Title/
Business
Relationship _____Permission
to contact? _____

E-mail Address _____

Phone: _____

Employment Background

| | | | |
|------------------|--------------------------------|-----------|------------------------------|
| Name of Employer | Location (City, State/Country) | Telephone | Employment Start/End Date |
|------------------|--------------------------------|-----------|------------------------------|

| | | |
|-----------|--------|--------------------|
| Job Title | Salary | Reason for Leaving |
|-----------|--------|--------------------|

Supervisor's Name and Title

| | | | |
|------------------|--------------------------------|-----------|------------------------------|
| Name of Employer | Location (City, State/Country) | Telephone | Employment Start/End Date |
|------------------|--------------------------------|-----------|------------------------------|

| | | |
|-----------|--------|--------------------|
| Job Title | Salary | Reason for Leaving |
|-----------|--------|--------------------|

Supervisor's Name and Title
_____**Authorization: Please read carefully and check the box below**

I understand that Google requires certain information about me to evaluate my qualifications for employment and to conduct its business if I become an employee. I authorize Google to research my past employment, educational credentials, and other employment related activities. I hereby release Google, its partners, employees, representatives, and agents and those parties supplying such information to Google from all liability in connection with obtaining or releasing such information.

If I am hired by Google, I understand that Google is an at-will employer. Accordingly, either Google or I may terminate the employment relationship, at will, at any time, for any reason, with or without cause or advance notice. I understand that the CEO or the President of Google has the sole authority to make an agreement contrary to at-will employment, and such an agreement must be in writing and signed by the CEO or President.

I understand that if I am hired I will be required to submit proof of my legal right to work in the U.S. prior to commencing employment with Google.

I understand that any misrepresentations, false statements or omissions of facts made by me in connection with this application will be sufficient grounds for cancellation of consideration of my application or immediate discharge if I am employed. I have read the above prior to signing this application.

I understand that this application is not a contract of employment, and that completion of this application does not in any way obligate Google to hire me or offer me a job.

I have read and understood the above disclosure. Yes

Google Inc.
1600 Amphitheatre Parkway, Mountain View, CA 94043
Tel: (650) 253-0000, Fax: (650) 253-0001



Employment Application NON-DISCLOSURE AGREEMENT

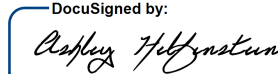
In order to evaluate a potential employment opportunity with Google (the "Purpose"), Google Inc., for itself and its subsidiaries and affiliates, and the individual identified below hereby agree:

1. This agreement is effective as of the date signed below.
2. Google may disclose to the other party (the "Recipient") information pertaining to the Purpose that Google considers confidential ("Confidential Information").
3. Recipient may use Confidential Information only for the Purpose. Recipient must use a reasonable degree of care to protect Confidential Information and to prevent any unauthorized use or disclosure of Confidential Information. Recipient may share Confidential Information with his / her legal counsels who are engaged by Recipient in discussions concerning the Purpose. Further, Recipient may share the fact that he / she interviewed with Google and visited Google's facilities and the terms of any written offer of employment by Google, if such offer is extended.
4. Confidential Information does not include information that: (a) was known to Recipient without restriction before receipt from Google; (b) is publicly available through no fault of Recipient; (c) is rightfully received by Recipient from a third party without a duty of confidentiality; or (d) is independently developed by Recipient. Recipient may disclose Confidential Information when compelled to do so by law if it provides reasonable prior notice to Google, unless a court orders that Google not be given notice.
5. Either party may terminate this agreement with thirty days prior written notice, but this agreement's provisions will survive as to Confidential Information that is disclosed before termination.
6. Unless the parties otherwise agree in writing, Recipient's duty to protect Confidential Information expires five years from disclosure.
7. This agreement imposes no obligation to proceed with any business transaction.
8. Recipient acquires no intellectual property rights under this agreement except the limited rights necessary to use the Confidential Information for the Purpose.
9. This agreement does not create any agency or partnership relationship. This agreement is not assignable or transferable by either party without the prior written consent of the other party.
10. This agreement is the parties' entire agreement on this topic, superseding any prior or contemporaneous agreements. Any amendments must be in writing. The parties may execute this agreement in counterparts, which taken together will constitute one instrument. Failure to enforce any of the provisions of this agreement will not constitute a waiver.
11. This agreement is governed by the laws of the State of California, excluding its conflict-of-laws principles. The exclusive venue for any dispute relating to this agreement shall be Santa Clara County, California.

Interviewee - I consent to the use of electronic signature: 

If no, please contact your recruiter to submit a hardcopy application. Please note, processing delays are possible in the event you do not use e-signature.

Electronic signature date (MM/DD/YY): 1/18/2017 Email: ahelfins@macalester.edu

DocuSigned by: 
Electronic signature: DAB520C6364A4B9... Name: Ashley Helfinstein

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