

LAST NAME Tatom		FIRST NAME Karissa		INIT.	PHONE # 2088715671		MESSAGE #		SOCIAL SECURITY # 518-39-7853		APPLIED 2014-06-11		PRINTED							
PHYSICAL ADDRESS 1211 S. Locust Street				CITY Nampa			STATE ID		COUNTY		ZIP 83686									
Employment desired? <i>(indicate all applicable)</i> <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Temp-to-Hire <input type="checkbox"/> Permanent <input type="checkbox"/> Full Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal Only				Indicate shifts you can work: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Night <input type="checkbox"/> Rotating <input type="checkbox"/> 12 Hour		Indicate days you can work: <input type="checkbox"/> Spring <input type="checkbox"/> Summer Only <input type="checkbox"/> Winter <b>MO TU WE TH FR SA SU</b> <b><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></b>				Are you currently employed? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no Are you at least 18 years old? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no TYPE OF WORK APPLYING FOR: <input type="checkbox"/> Clerical / Office <input type="checkbox"/> Professional / Technical <input type="checkbox"/> General Labor / Industrial <input type="checkbox"/> Foodservice / Healthcare <input type="checkbox"/> Sales / Management										
Hourly Salary Requirements: <b>8</b> Minimum Acceptable: <b>8</b>				Do you have your OWN transportation for work? <input type="checkbox"/> yes <input type="checkbox"/> no If no, what form of transportation will you use?  Do you have a valid driver's license? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no State: _____    Class: <b>Non-Commercial</b>  Number: _____    Expir. Date: _____  Auto Liability Insurance: <input checked="" type="checkbox"/> yes <input type="checkbox"/> no If yes, what company: How far are you willing to commute? <b>n</b>																
Smoker? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no																				
Are you authorized to work in the United States? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no Do you have proof of your authorization with you today? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no																				
Have you EVER been convicted of misdemeanor or felony crime(s)? A prior conviction is not necessarily a bar to employment. <input type="checkbox"/> yes <input checked="" type="checkbox"/> no If yes, please explain:																				
How did you hear about Personnel Plus? Have you ever worked for a temporary service before? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, what service (s)? Which companies did the service send you to?																				
Comments:																				
CHECK APPROPRIATE BOX & LIST NUMBER OF YEARS EXPERIENCE																				
SKILLS INVENTORY—LABOR / INDUSTRIAL																				
SKILLS INVENTORY—CLERICAL / PROFESSIONAL																				
GENERAL LABOR		YRS.	INDUSTRIAL		YRS.	PLASTIC/INJECTION		YRS.	CLERICAL		YRS.	BOOKKEEPING		YRS.	TECHNICAL		YRS.	MANAGMENT		YRS.
<input type="checkbox"/> Landscaping		_____	<input type="checkbox"/> Gen. Labor-light		_____	<input type="checkbox"/> Assembly/Packaging		_____	<input type="checkbox"/> Receptionist		_____	<input type="checkbox"/> Accts. Receivable		_____	<input type="checkbox"/> Computer Tech.		_____	<input type="checkbox"/> Accounting		_____
<input type="checkbox"/> Delivery		_____	<input type="checkbox"/> Gen. Labor-Med.		_____	<input type="checkbox"/> Machine Operator		_____	<input type="checkbox"/> Switchboard #lines		_____	<input type="checkbox"/> Accts Payable		_____	<input type="checkbox"/> Copier Tech		_____	<input type="checkbox"/> Construction		_____
<input type="checkbox"/> Janitorial		_____	<input type="checkbox"/> Gen. Labor-Heavy		_____	<input type="checkbox"/> Injection		_____	<input type="checkbox"/> Clerical		_____	<input type="checkbox"/> Payroll		_____	<input type="checkbox"/> Telecom Tech		_____	<input type="checkbox"/> Production		_____
<input type="checkbox"/> Warehouse		_____	<input type="checkbox"/> Machine Operator		_____	<input type="checkbox"/> Molding		_____	<input type="checkbox"/> Telephone #lines		_____	<input type="checkbox"/> Bank Reconciliation		_____	<input type="checkbox"/> Electronics Tech		_____	<input type="checkbox"/> Shift Supervisor		_____
<input type="checkbox"/> Inventory		_____	<input type="checkbox"/> Forklift Operator		_____	<input type="checkbox"/> Maintenance		_____	<input type="checkbox"/> Word processing		_____	<input type="checkbox"/> Posting		_____	<input type="checkbox"/> CAD Drafting		_____	<input type="checkbox"/> Food Processing		_____
<input type="checkbox"/> Security		_____	<input type="checkbox"/> Packaging		_____	<input type="checkbox"/> Customer Service		_____	<input type="checkbox"/> Dictation		_____	<input type="checkbox"/> Trial Balance		_____	<input type="checkbox"/> Engineer		_____	<input type="checkbox"/> Office		_____
<input type="checkbox"/> Shipping/Receiving		_____	<input type="checkbox"/> Palletizing		_____	<input type="checkbox"/> Quality Assurance		_____	<input type="checkbox"/> Speed Writing		_____	<input type="checkbox"/> Financial Stmtnt Prep		_____	<input type="checkbox"/> Type:		_____	<input type="checkbox"/> Transportation		_____
<input type="checkbox"/> Cleanup		_____	<input type="checkbox"/> Sanitation		_____	<input type="checkbox"/> Prep Room		_____	<input type="checkbox"/> Typing word/min		_____	<input type="checkbox"/> Month End Close		_____	<input type="checkbox"/> Certificate:		_____	<input type="checkbox"/> Customer Service		_____
<input type="checkbox"/> Farm <input type="checkbox"/> Field		_____	<input type="checkbox"/> Lab		_____	<input type="checkbox"/> Glue Room		_____	<input type="checkbox"/> Statistical Typing w/m		_____	<input type="checkbox"/> Accounting		_____	<input type="checkbox"/> Telecommunications		_____	<input type="checkbox"/> Warehouse		_____
<input type="checkbox"/> Dairy		_____	<input type="checkbox"/> Quality Assurance		_____	<input type="checkbox"/> Other:		_____	<input type="checkbox"/> Legal office		_____	<input type="checkbox"/> Tax		_____	<input type="checkbox"/> Computer Network		_____	<input type="checkbox"/> Education		_____
<input type="checkbox"/> Sprinkler		_____	<input type="checkbox"/> Maintenance		_____	<b>FOODSERVICE</b>		_____	<input type="checkbox"/> Medical office		_____	<input type="checkbox"/> Light		_____	<b>SOFTWARE USED (list):</b>		_____	<input type="checkbox"/> Call Center		_____
<input type="checkbox"/> Floral		_____	<input type="checkbox"/> Electrical		_____	<input type="checkbox"/> Waitress		_____	<input type="checkbox"/> Cashier		_____	<input type="checkbox"/> Full Charge		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> Food Service		_____
<input type="checkbox"/> Yards & Grounds		_____	<input type="checkbox"/> Electronics		_____	<input type="checkbox"/> Line cook		_____	<input type="checkbox"/> 10-Key		_____	<b>SOFTWARE USED:</b>		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> CPA		_____
<input type="checkbox"/> Housekeeping		_____	<input type="checkbox"/> Hydraulics		_____	<input type="checkbox"/> Chef		_____	<input type="checkbox"/> Teller		_____	<input type="checkbox"/> Quicken		_____	<input type="checkbox"/> _____		_____	<input type="checkbox"/> Human Resources		_____
<b>CONSTRUCTION</b>		_____	<input type="checkbox"/> Shipping/Receiving		_____	<input type="checkbox"/> Deli		_____	<input type="checkbox"/> Data entry		_____	<input type="checkbox"/> Peachtree		_____	<b>SALES</b>		_____	<input type="checkbox"/> Purchasing		_____
<input type="checkbox"/> General Labor		_____	<input type="checkbox"/> Fish Processing		_____	<input type="checkbox"/> Dishwasher		_____	<input type="checkbox"/> Mortgage		_____	<input type="checkbox"/> Other:		_____	<input type="checkbox"/> Management		_____	<input type="checkbox"/> Public Relations		_____
<input type="checkbox"/> Concrete Rough		_____	<b>SKILLED LABOR</b>		_____	<input type="checkbox"/> Hostess		_____	<input type="checkbox"/> Filing		_____	<b>HEALTHCARE</b>		_____	<input type="checkbox"/> Outside Sales		_____	<input type="checkbox"/> Information Systems		_____
<input type="checkbox"/> Concrete Finish		_____	<input type="checkbox"/> Teacher		_____	<input type="checkbox"/> Supervisor		_____	<input type="checkbox"/> Fax/Copier		_____	<input type="checkbox"/> CNA		_____	<input type="checkbox"/> Retail Sales		_____	<input type="checkbox"/> Sales		_____
<input type="checkbox"/> Carpenter Rough		_____	<input type="checkbox"/> Diesel Mechanic		_____	<input type="checkbox"/> Banquet		_____	<input type="checkbox"/> Medical Term.		_____	<input type="checkbox"/> LP								

EMPLOYMENT HISTORY (Begin with most recent) (DO NOT WRITE IN SHADED AREAS)										Ref Ch eck
Work Record		Employer	Supervisor	City/State	Telephone	Duties	Pay	Reason for leaving		
From	To									
From	To									
From	To									
EDUCATION / TRAINING SUMMARY: High School Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No    GPA:						In case of emergency, notify:				
Apprentice / Vocational / Technical / Special		Dates	Skills/Trade/License	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Certificate					
College / Education / Graduate School		Dates	Skills/Trade/License	Completed <input type="checkbox"/> Yes <input type="checkbox"/> No	Degree/Certificate					
Name <u>Sara Tatom</u>						Address <u>573 W. Kodiak Drive</u> Telephone <u>(208)871-5667</u>				
Doctor to Notify _____						Telephone _____				
APPLICANT AGREEMENT										
Personnel Plus is an Equal Opportunity Employer and as such we expressly prohibit employment discrimination.										
I understand that any employment with Personnel Plus, Inc is limited to the term and successful completion of job assignments. During my employment, I further understand that the only benefits that I am entitled to are those expressly provided solely by Personnel Plus and not from the client company to which I am assigned.										
I affirm that the statements made on this application are true and complete. I authorize Personnel Plus to investigate any statement contained in this application or in any employment document I submit to Personnel Plus. I authorize Personnel Plus to conduct other background checks, which may include, but are not limited to: prior work history, criminal history, driver's license record, credit report, verification of licensure or education, etc. as may be necessary for placement on job assignments. I understand that any false statement, omission of facts or misrepresentation of facts on these employment documents will be grounds for termination and recovery of potential damages from me.										
I understand that upon successful submission of this application, Personnel Plus is extending a conditional offer of employment to me. This conditional offer is based upon the completion of required employment documents, interview, background checks, and submission to drug/alcohol testing as required by Personnel Plus. I understand that actual job assignments are offered based upon my knowledge, experience, skills, abilities, availability for work, and the completion of the screening processes for the individual assignments. Successful completion of this application and related processes is not to be construed as a final offer of employment.										
I understand that completing this application does not constitute an employment agreement between me and Personnel Plus.										
Signature <u>Electronically Signed by Karissa Tatom DN: cn=Karissa Tatom,username=ktatom Date: 2014-05-15 3:57:55 PM</u>					Date <u>2014-06-11</u>					
INTERNAL ASSOCIATE USE ONLY										
<div>PERSONNEL PLUS YOUR TOTAL STAFFING SOLUTION</div> <div>EMPLOYMENT APPLICATION</div>										
PERSONNEL PLUS IS AN EQUAL OPPURTUNITY EMPLOYER.										
PLUS 2 Rev 10/2010										

**PERSONNEL**  
YOUR TOTAL STAFFING SOLUTION **PLUS**  
**Policies & Procedures Statement**

Welcome to Personnel Plus! This document is being furnished to you so you will understand what is expected as a Personnel Plus employee. Acceptance of this agreement is a condition of your employment. Your failure to comply with any of these policies may result in disciplinary action up to & including termination. If you have questions about these policies, please contact Personnel Plus.

1. Any person who is employed by Personnel Plus, is assigned to one of its client companies, & is paid for that assignment by Personnel Plus does so as an employee of Personnel Plus, & NOT of the client company. Unless otherwise defined by applicable law, any employment at any time with or without cause. This "at will" nature, which means that you may resign at any time & Personnel Plus may discharge you specifically acknowledged in writing by an authorized executive of Personnel Plus.
2. Personnel Plus is an Equal Opportunity Employer. Personnel Plus does not discriminate on the basis of sex, race, age, marital status, religious affiliation, ethnic origin, or disability. Personnel Plus can make no guarantee as to the type or length of assignments or the number of hours you can expect to work.
3. You must call the Personnel Plus office every day that you are available for work.
4. Make sure, before accepting an assignment, that you can complete it. Once you've accepted, Personnel Plus expects you to report on time, every day of the assignment. Arrive early the first day so you can get settled before starting your shift. We expect you to report for work dressed appropriately, with good hygiene, & that you will be courteous & enthusiastic with our client. You are required to comply with all client rules. If you are asked to perform duties that were not included as part of your job description, contact Personnel Plus. Don not leave your number with the client. Tell them that you can be contacted through the Personnel Plus office.
5. As an employee, you may decline assignments without jeopardizing future employment with Personnel Plus. However, if you fail to accept a suitable work assignment or accept other work without first contacting Personnel Plus, you will be considered to have voluntarily quit. If you leave an assignment without good cause, or do not complete a work assignment for personal reasons, you will be considered to have voluntarily quit.
6. If at any time you have problems or concerns on a work assignment, contact Personnel Plus immediately. If the client company to which you are assigned has questions about Personnel Plus, please refer them to our office. Do not answer policy questions yourself.
7. If the event of an emergency or illness, or if any reason you are not able to report to work on time & for your full shift, you must notify Personnel Plus before the start of your shift. Failure to do so may result in termination with no further warning.
8. As a condition of your employment by Personnel Plus it is your obligation to perform all work in an acceptable manner & in accordance with both Personnel Plus & client company instructions, guidelines, & policies. If you walk off the job and/or quit your assignment without giving us one week's notice, then your final unpaid wages will be reduced to the state minimum hourly rate.
9. You should notify Personnel Plus immediately if there are any changes to your contact information, including phone numbers, address, etc. or if there are changes in your ability or availability to work, or if you become unable to complete an assignment.
10. Upon the end of any assignment, you must call the Personnel Plus office between 8 am-5pm on the next business day following the end of the assignment, speak with a Personnel Plus representative, & report your availability for work. Failure to do so will be considered misconduct, & may result in your termination from Personnel Plus with no further warning.
11. All employees must respect the confidentiality of the client's business. You must sign a confidentiality &/or secrecy agreement if requested. Any breach of Personnel Plus or a client's confidentiality will be grounds for termination with no further warning. You may also be required to sign other client-specific policy statements, depending on the assignment, & are required to comply with their terms.
12. All employees are required to submit to drug &/or alcohol testing as a condition of employment. Failing or refusing a drug or alcohol test, or other violation of the Personnel Plus Drug Testing Policy, may result in termination with no further warning.
13. You must comply with the Personnel Plus Safety Policy Statement (including on-the-job accident procedures & wearing & using safety equipment as instructed) & with all jobsite, client, & OSHA safety requirements. If you are unfamiliar with these requirements, ask your jobsite supervisor or Personnel Plus. Failure to comply with safety rules will be grounds for termination with no further warning.
14. You may also be terminated for misconduct, with no further warning, for reason including, but not limited to; provoking, instigating or participation in a fight; refusal to perform assigned job duties; abusive, threatening or detrimental language or behavior, unauthorized possession, use, or removal of Personnel Plus or client company property or carelessness with that property; sleeping on the job; dishonesty (including giving false or misleading information in your application, interview, or on timesheets); sexual harassment (in accordance with the Personnel Plus Sexual Harassment Policy); insubordination; repeated &/or excessive tardiness or absenteeism; reporting to work under the influence of drugs or alcohol, or in the possession of drugs, alcohol, or weapons, violation of other Personnel Plus policies; violation of client company policies; or violation of a written warning.
15. **It is your responsibility to ensure that your timesheet is filled out completely & correctly & is signed by an authorized representative of the client company to which you were assigned.** Failure to do may result in a delay in the processing your timesheet until which time you make the necessary corrections & /or obtain the client's signature. The timesheet will then be submitted with the payroll currently being processed. **You must deliver your properly completed timesheet to Personnel Plus no later than 5:00 pm on Monday** following the end of the pay period. If your timesheet is turned in late, it will result in the delay of your paycheck by at least one week. Some client companies will report your hours to Personnel Plus via fax; however it is still your responsibility to make sure Personnel Plus received your hours by the 5:00 pm deadline.
16. No paycheck will be released to anyone other than the employee without a signed, dated note from the employee authorizing another party to pick up the employee's check. The party picking up your check must have their picture ID with them. As an employee, you agree to accept your paycheck on the regularly scheduled payday regardless of when your assignment ends. To obtain a replacement check for one that has been lost or stolen, you must contact Personnel Plus & complete an affidavit for its replacement. 14-30 days may be required to replace the check. Details can be obtained at the Personnel Plus office. Payroll debit cards & direct deposit are also available.
17. This document serves as a written warning for any terminable offense outline above & for violation of company code of conduct.

Karissa Tatom  
Employee (Print)

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM  
Employee Signature

2014-06-11  
Date



**NON-COMPETE AGREEMENT**

**EXHIBIT A: AGREEMENT AND WAIVER**

In consideration of my assignment to PERSONNEL PLUS CLIENT COMPANIES by PERSONNEL PLUS, INC., I agree that I am solely an employee of PERSONNEL PLUS, INC. for benefits plan purposes and that I am eligible only for such benefits as PERSONNEL PLUS, INC. may offer to its employees. I further understand and agree that I am not eligible for or entitled to participate in any benefit plan offered by PERSONNEL PLUS CLIENT COMPANIES, its parents, affiliates, subsidiaries, or successors to any of its direct employees, regardless of the length of my assignment to PERSONNEL PLUS CLIENT COMPANIES by PERSONNEL PLUS, INC. and regardless of whether I am held to be a common-law employee of PERSONNEL PLUS CLIENT COMPANIES for any purpose, and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, now or in the future, to such benefits and agree not to make any claim for such benefits.

**EXHIBIT B: ASSIGNED EMPLOYEE CONFIDENTIALITY AGREEMENT**

As a condition of my assignment by PERSONNEL PLUS, INC. to PERSONNEL PLUS CLIENT COMPANIES, I hereby acknowledge and agree as follows: I will not use, disclose, or in any way reveal or disseminate to unauthorized parties any information I gain through contact with materials or documents that are made available through my assignment at PERSONNEL PLUS CLIENT COMPANIES or that I learn about during such assignment.

I will not disclose or in any way reveal or disseminate any information pertaining to PERSONNEL PLUS CLIENT COMPANIES or its operating methods and procedures that come to my attention as a result of this assignment. Under no circumstances shall I remove copies or documents from the premises of PERSONNEL PLUS CLIENT COMPANIES. I understand that I shall be responsible for any direct or consequential damages resulting from any violation of this agreement. The obligations of this Agreement shall survive my employment by PERSONNEL PLUS, INC.

**EXHIBIT C: ASSIGNMENT OF COPYRIGHTS AND PATENTS**

In connection with my assignment to provide services to PERSONNEL PLUS CLIENT COMPANIES, I agree that any and all discoveries and/or inventions (which shall include improvements and modifications) relating to work I perform while providing services to PERSONNEL PLUS CLIENT COMPANIES, or relating to matters disclosed to me by PERSONNEL PLUS CLIENT COMPANIES in connection with work to be performed, or suggested by such matters, whether or not patentable, which discoveries and/or inventions are made or conceived by me, solely or jointly with others, during the term of my assignment (regardless of whether conceived or developed during work hours) or during a period of one

(1) year thereafter, shall be the property of PERSONNEL PLUS CLIENT COMPANIES as "work made for hire" to the extent provided by sections 101 and 201(b) of the Copyright Act, 17 U.S.C. 101 *et seq.*, and such discoveries and/or inventions shall be promptly disclosed to PERSONNEL PLUS CLIENT COMPANIES. PERSONNEL PLUS CLIENT COMPANIES shall have the right to file and prosecute, at its own expense, all patent applications, whether U.S. or foreign on said discoveries and/or inventions. I shall, during any assignment to PERSONNEL PLUS CLIENT COMPANIES or at any time thereafter, provide to PERSONNEL PLUS CLIENT COMPANIES all documents, information, and assistance requested for the filing or prosecution of any such patent application, for the preparation, prosecution, or defense of any legal action or application pertaining to such discoveries and/or inventions and for the assignment or conveyance to PERSONNEL PLUS CLIENT COMPANIES of all right, title, and interest in and to such discoveries and/or inventions, patent applications, and letters patent issuing thereon.

I certify by my signature below that I have reviewed the agreements above, understand the policies and I am willing to comply with each policy set forth herein.

Karissa Tatom  
Employee (Print)

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM

Employee Signature

2014-06-11  
Date

**PERSONNEL**  
YOUR TOTAL STAFFING SOLUTION **PLUS**  
**UNEMPLOYMENT NOTICE**

*Below is a summary of current legislation in Idaho affecting unemployment:*

A benefit claimant:

1. Who has been assigned to work for one or more customers of a staffing service and,
2. Who at the time of hire by the staffing service, signed a written notice informing him/her that completion or termination of an assignment for a customer would not, of itself, terminate the employment relationship with the staffing service, will not be considered unemployed upon completion or termination of an assignment until such time that he/she contacts the staffing service to determine if further suitable work is available. If the claimant:
  - a. Contacts the staffing service and refuses a suitable work assignment that they offer him/her at that time, he/she will be considered to have voluntarily quit that employment; or
  - b. Contacts the staffing service and they do not have a suitable work assignment for him/her, he/she will be considered unemployed due to lack of work; or
  - c. Accepts new employment without first contacting the staffing service for additional work, he/she will be considered to have voluntarily quit the employment with the staffing service.
  - d. The term "staffing service" means any person who assigns individuals to work for its customers, and includes but is not limited to professional employers as defined in chapter 24, title 44, Idaho Code, and the employers of temporary employees as defined in section 44-2403(7) of Idaho Code.

Karissa Tatom  
\_\_\_\_\_  
**EMPLOYEE (PRINT)**

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM  
\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

2014-06-11  
\_\_\_\_\_  
**DATE**

*Below is a summary of Personnel Plus Policies & Procedures regarding unemployment:*

- 1 Any person paid for a work assignment by Personnel Plus is an employee of Personnel Plus & not of the client company.
- 2 Any employee who refuses suitable work or accepts other work without first contacting Personnel Plus following the end of an assignment will be considered to have voluntarily quit.
- 3 Personnel Plus can make no guarantee as to the length of assignments or the number of hours an employee can expect to work. Additionally, it is essential that Personnel Plus maintain an accurate daily list of employees available for new assignments. For these reasons, it is the responsibility of the employee to maintain contact with Personnel Plus. It is Personnel Plus policy that upon the end of an assignment, or upon the reduction of hours at an assignment, the employee must contact our office between 8am-5pm on the next business day following the end of the assignment or reduction of hours, speak to a Personnel Plus representative, & report his/her availability for work. Failure to do so may be considered misconduct, & may result in the employee's immediate termination from Personnel Plus with no further warning.
- 4 An employee may also be terminated for misconduct, with no further warning, for reasons including, but not limited to: quitting an assignment without good cause or for personal reasons, failure to report for work without calling Personnel Plus prior to the start of the shift; refusing or failing a drug test; provoking, instigating or participating in a fight; obtrusive or detrimental language or behavior; unauthorized possession, use, or removal of Personnel Plus or client company property; dishonesty; sexual harassment, insubordination; repeated &/or excessive tardiness or absenteeism; failure to comply with safety rules/regulations, reporting to a work assignment under the influence of alcohol or drugs or in possession of alcohol, drugs, or weapons; violation of other Personnel Plus Policies & Procedures; violation of client company policy; or violation of previous warning(s).
- 5 This document serves as a written warning for any terminable offense outlined in policies 3 & 4 above.

*The undersigned acknowledges that the Idaho State legislation & Personnel Plus policies, as outlined on this document, will apply to his/her employment with Personnel Plus & acceptance of such is a condition of employment with Personnel Plus:*

Karissa Tatom  
\_\_\_\_\_  
**EMPLOYEE (PRINT)**

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM  
\_\_\_\_\_  
**EMPLOYEE SIGNATURE**

2014-06-11  
\_\_\_\_\_  
**DATE**



# Form W-4 (2014)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .	<b>A</b>	<u>1</u>							
<b>B</b>	Enter "1" if: <table><tr><td>• You are single and have only one job; or</td><td rowspan="3">}</td><td rowspan="3">. . . . .</td><td rowspan="3"><b>B</b></td><td rowspan="3"><u>0</u></td></tr><tr><td>• You are married, have only one job, and your spouse does not work; or</td></tr><tr><td>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</td></tr></table>	• You are single and have only one job; or	}	. . . . .	<b>B</b>	<u>0</u>	• You are married, have only one job, and your spouse does not work; or	• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.		
• You are single and have only one job; or	}	. . . . .					<b>B</b>	<u>0</u>		
• You are married, have only one job, and your spouse does not work; or										
• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.										
<b>C</b>	Enter "1" for your <b>spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b>	<u>0</u>							
<b>D</b>	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b>	<u>0</u>							
<b>E</b>	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b>	<u>1</u>							
<b>F</b>	Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .	<b>F</b>	<u>0</u>							
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then <b>less "1"</b> if you have three to six eligible children or <b>less "2"</b> if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child . . . . .	<b>G</b>	<u>0</u>							
<b>H</b>	Add lines A through G and enter total here. ( <b>Note.</b> This may be different from the number of exemptions you claim on your tax return.) ▶	<b>H</b>	<u>2</u>							
For accuracy, <b>complete all worksheets that apply.</b> <table><tr><td>• If you plan to <b>itemize</b> or <b>claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</td></tr><tr><td>• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</td></tr><tr><td>• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</td></tr></table>				• If you plan to <b>itemize</b> or <b>claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.	• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.	• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.				
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• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.										

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<b>Form W-4</b> Department of the Treasury Internal Revenue Service		<b>Employee's Withholding Allowance Certificate</b> ▶ <b>Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</b>		OMB No. 1545-0074 <b>2014</b>	
<b>1</b> Your first name and middle initial <b>Karissa</b>		Last name <b>Tatom</b>		<b>2</b> Your social security number <b>518 39 7853</b>	
Home address (number and street or rural route) <b>1211 S. Locust Street</b>		<b>3</b> <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <b>Note.</b> If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.			
City or town, state, and ZIP code <b>Nampa, ID 83686</b>		<b>4</b> If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>			
<b>5</b> Total number of allowances you are claiming (from line <b>H</b> above <b>or</b> from the applicable worksheet on page 2)		<b>5</b>		<u>2</u>	
<b>6</b> Additional amount, if any, you want withheld from each paycheck . . . . .		<b>6</b>		\$	
<b>7</b> I claim exemption from withholding for 2014, and I certify that I meet <b>both</b> of the following conditions for exemption. • Last year I had a right to a refund of <b>all</b> federal income tax withheld because I had <b>no</b> tax liability, <b>and</b> • This year I expect a refund of <b>all</b> federal income tax withheld because I expect to have <b>no</b> tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶		<b>7</b>			
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete. Electronically Signed by Karissa Tatom DN: cn=Karissa Tatom, username=ktatom (This form is not valid unless you sign it.) ▶ Date: 2014-05-15 3:57:55 PM					
<b>8</b> Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.) <b>Personnel Plus, 111 Filer Ave, Twin Falls, ID 83301</b>		<b>9</b> Office code (optional) <b>Twin Falls, ID</b>		<b>10</b> Employer identification number (EIN) <b>84-1370996</b>	



# IDAHO STATE POLICE BUREAU OF CRIMINAL IDENTIFICATION

## NON-CRIMINAL JUSTICE CRIMINAL HISTORY RECORDS CHECK REQUEST of the Idaho Central Repository of Criminal History Records



A separate form must be used for each request. Do not use staples on the forms. A \$10 processing fee must be included. Make checks payable to the Idaho State Police. A \$20.00 fee will be charged for any returned checks. Please Print clearly in **blue** or **black** ink only.

REQUEST					
Please provide an Idaho Criminal History on the individual named below.					
Last Name Tatom		First Name Middle		Name Karissa	
Alias Names (Include Maiden/prior Married Names) None		Date of Birth (Month/day/year) 5 / 1 / 1991		Sex	Race
					Social Security Number (optional) 518 — 39 — 7853
1211 S. Locust Street Address		Nampa City		ID State	83686 Zip
WAIVER					
Idaho law does <b>not</b> require a waiver. However, without a signed waiver from the subject of the record, any arrest more than 12 months old, <b>without</b> a disposition, cannot be given to a non-criminal justice agency.					
I hereby give permission for the requester, named below, to receive any information maintained by the Idaho Bureau of Criminal Identification concerning myself.					
Electronically Signed by Karissa Tatom DN: cn=Karissa Tatom,username=ktatom Date: 2014-05-15 3:57:55 PM				2014-06-11	
Signature				Date	
The signature date on the waiver must be within 180 days of the name check submission.					

### TO BE COMPLETED BY COMPANY OR PERSON REQUESTING BACKGROUND INFORMATION

Requesting Person or Company Personnel Plus, Inc.		Address of Requester (Results will be mailed to this address) 111 Filer Ave, Twin Falls, Id 83301	
Signature of Requester or Representative of Requesting Company		Request Date	

### Results of Non-Certified Record Search

Record attached ☐ No Record Found ☐ BCI Initials \_\_\_\_\_ Date \_\_\_\_\_

### General Information:

Idaho law does **not** require a person to give consent, however, without a signed release from the subject of the record, any arrest more than 12 months old, **without** a disposition, cannot be given to a non-criminal justice agency.

Criminal history record information furnished as a result of a non-fingerprint based computerized search is based solely on a search of identifiers provided in the request. Be aware it is not uncommon for criminal offenders to use alias names and false dates of birth, which would adversely affect the completeness and accuracy of a non-fingerprint based search of the Idaho Central Repository of Criminal History Records. No other state or federal agency records can be searched under current law. The bureau does not telephone or fax responses. Please allow ample time for processing this request. Requests are processed on a first come basis.

The records maintained by the Idaho Bureau of Criminal Identification (BCI) are based upon the felony and serious misdemeanor arrests reported to BCI from other Idaho criminal justice agencies. If a person disputes the accuracy of information obtained, that person may challenge the information by writing to the address on this form.

Idaho code 67-3008 (6) states, "A person or private agency, or public agency, other than the department, shall not disseminate criminal history record information obtained from the department to a person or agency that is not a criminal justice agency or a court without a signed release of the subject of record or unless otherwise provided by law."

**P.O. BOX 700 MERIDIAN, ID 83680-0700 - (208) 884-7130 - FAX 884-7193**



### **SAFETY POLICY STATEMENT**

Personnel Plus is dedicated to ensuring a safe workplace environment for all of our employees. Our goal is to have zero on-the-job injuries. As an employee of Personnel Plus, it is essential that you are aware of and understand this goal, as well as all other Personnel Plus and jobsite safety requirements. We are committed to your safety and well-being, and you must also take personal responsibility for always conducting yourself in a safe and responsible manner. You should always think "safety first" before initiating any task. We expect you to always perform your duties in a manner that is consistent with this "zero injuries" goal. We ask that you read and understand the following safety policy. You are responsible for seeking clarification with us if any part of this policy is unclear. As an employee with our company, you will be required to acknowledge this policy and conform to its requirements.

### **EMPLOYEE SAFE WORK PROCEDURES**

Personnel Plus strives to ensure a safe workplace for all employees and has established a goal of zero on-the-job injuries. As such, you must adhere to all workplace safety requirements. Following are general safety guidelines that you will be expected to follow:

- You should never perform a task that you believe to be unsafe, or that is beyond your physical capability. Always ask for help if needed.
- You will be required to comply with all safety policies and procedures in place at your jobsite. If any jobsite policy or procedure is unclear to you, it is your responsibility to seek clarification from your jobsite supervisor.
- Appropriate PPE (personal protective equipment) will be issued to you as needed for your assignment. You are required to use PPE correctly and at all times necessary for the task being performed.
- You may operate vehicles, equipment, or tools only if specifically authorized and trained to do so. Safety guards and devices must always be operable and in place while equipment is in use. Never use equipment, tools, or vehicles that are not in safe operating condition.
- If at any time you are asked to perform work in an unsafe manner, you are required to:
  - STOP and inform your jobsite supervisor of your safety concern
  - if asked to continue, you should request a modification to ensure safe work conditions
  - if no modification is made, you should request alternative work that you can safely perform
  - if no alternative work is available, you should immediately request to contact your Personnel Plus supervisor to discuss your safety concern
  - if no resolution is determined, you may leave your work area only after receiving authorization from your Personnel Plus or jobsite supervisor
- If you witness or experience a "near-miss incident," you must report it immediately to your jobsite and Personnel Plus supervisors so that any existing hazard can be eliminated.
- You may always contact your Personnel Plus office if you have any question or concern related to the safety of your jobsite.

### **INJURY OR ILLNESS REPORTING – RETURN-TO-WORK POLICIES**

1. If you are injured in any jobsite incident, or have incurred a work-related illness at a jobsite, you must:
  - Immediately report the incident to your direct jobsite supervisor (not a co-worker).
  - Report the incident to your Personnel Plus office no later than the end of your shift that day. Go to: <http://www.personnelplus-inc.com/include/content/contact.asp> for Personnel Plus office contact information. In any non-emergency situation, you must contact Personnel Plus before seeking medical treatment. You can reach a representative at any time outside business hours by calling the local Personnel Plus on-call phone number.
  - Anyone experiencing a medical emergency should be immediately transported to and treated at the nearest hospital emergency room.
  - You are required to complete an incident report with the Personnel Plus office, and may be required to submit to a post-accident drug test.
2. Any safety incident or injury that is reported after the end of your scheduled shift on the day of occurrence may be deemed a violation of this policy and could result in your claim being denied. Personnel Plus reserves the right to investigate any claim of injury.
3. If you require medical care, you must be treated by a Personnel Plus-designated medical provider. You are required to view the designated medical providers for your area [available here: <http://www.personnelplus-inc.com/include/content/medproviders/> ]. If you seek treatment from any unapproved provider, you may be responsible for payment of any unauthorized treatment costs.
4. If you have sought treatment from a designated provider, you should be given a form indicating your return-to-work status. You are required to provide that form to the Personnel Plus office immediately following your treatment. If your designated provider has deemed that you are unable to return to your regular work duties, you will be offered modified work if available. You should remain in contact with your Personnel Plus office on a weekly basis until released to full duty by your treating physician.
5. You must inform Personnel Plus in advance of all medical appointments. You are required to keep all appointments as scheduled. If you must reschedule any appointment, it must be approved in advance by Personnel Plus, unless the reschedule is a result of a medical emergency. Personnel Plus reserves the right to attend any medical visit.

I have read and understand the above policy and agree that I have viewed the list of designated medical providers for my area. I acknowledge that any failure to comply with this policy or with any client company jobsite safety requirement may be deemed a violation of this policy and may result in disciplinary action up to and including termination and can also result in the denial of worker's compensation benefits. I understand that by my compliance with safety policies and procedures and my effort to always work in a safe manner, I can help ensure my own well-being and my success at any client company jobsite and with Personnel Plus.

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM

Karissa Tatom  
Print Name

Employee Signature

2014-06-11  
Date



**PERSONNEL**  
YOUR TOTAL STAFFING SOLUTION **PLUS**  
**DRUG-FREE WORKPLACE POLICY**

**Policy Statement** It is the policy of Personnel Plus to maintain an alcohol and drug free workplace in accordance with the standards set by the Idaho Employers Alcohol and Drug-Free Workplace Act and it is a condition of employment with Personnel Plus that all employees comply with this policy. Personnel Plus will not hire, rehire, or retain any individual who tests positive for illegal drugs or alcohol; or who uses illegal or controlled drugs in any amount, regardless of frequency, without a medically acceptable prescription or admits use of illegal drugs or alcohol. Idaho law stipulates conditions for which an employee may be discharged for misconduct or denied employment due to testing positive for illegal drugs or alcohol. In accordance with Idaho law Personnel Plus will discharge any current employee for misconduct or deny employment to any prospective employee who tests positive or admits use to the use of illegal drugs or alcohol.

**Adulterated test:** The sample will be thrown away of anyone giving an adulterated test and the next test will be viewed.

**Conditions for testing:** All current Personnel Plus employees, or prospective employees, may be required to undergo a drug/alcohol test for any of the following reasons which may include, but are not limited to, the following:

- |                         |                   |                  |
|-------------------------|-------------------|------------------|
| A. Baseline             | B. Pre-employment | C. Post-Accident |
| D. Random               | E. Return to Duty | F. Follow Up     |
| G. Reasonable Suspicion |                   |                  |

**Requirements:** You will be required to submit a urine specimen of greater than 30 ml or 80 strands of hair under reasonable and sanitary conditions for drug testing. Alcohol testing shall be done by saliva device or breath device or urine alcohol. Results of greater than .00 blood alcohol content shall be grounds for discharge. If you fail or refuse to submit a specimen within two hours, and unless you have a documented medically acceptable reason, alteration or attempt to alter a test sample, admitting use or submitting a sample that is not his/her own will be deemed in violation of this policy and discharged for misconduct or denied employment.

**Collection:** Upon returning the specimen to the technician it will be checked for contamination, dilution and correct temperature. Reasonable quality assurance standards will be maintained throughout the collection, assay, and shipping process to ensure non-adulteration of specimens, containers or devices. The specimen will be initially tested utilizing a scientifically accepted one-step in vitro immunoassay device for qualitative determination of the presence of the following drugs of abuse in concentrations greater than:

THC	50ng/ml	Amphetamine	1000ng/ml
Phencyclidine	25ng/ml	Barbiturates	300 ng/ml
Opiate	300ng/ml	Benzodiazepine	300 ng/ml
Cocaine	300ng/ml	Methadone	300 ng/ml
Methamphetamine	1,000ng/ml	Tricyclic antidepressant	1000 ng/ml

The device will be labeled with donor name, time and date and will be photocopied on the face of the results form to record the results. Personnel Plus routinely tests for the preceding drugs and threshold levels, and depending on employment situations that may arise, reserves the right to test for other drugs and/or quantities as necessary. The employee will be advised of the nature of such other tests at the time of testing.

**Positive Immunoassay Result:** Positive immunoassay results will be interpreted as presumed positive. Confirmatory testing is required unless the donor admits use. The assayed specimen will be packaged and sealed for shipment to a SAMSHA certified laboratory in accordance with acknowledged chain of custody standards. Employees presenting presumed positive results will be removed from active duty pending confirmatory test results. In the event of a presumed positive assay, the donor will be given the test result, including the type of substance involved and will be given an opportunity to decline confirmatory testing due to admitted use or accept sending specimen for confirmatory testing at a certified lab.

**Confirmatory Lab Test:** A SAMSHA certified laboratory will perform a Gas chromatography/mass spectrometry (CG/MS) test to confirm or disprove the in-vitro result. The employee will have an opportunity to discuss positive test results with the laboratory's medical review officer or other qualified person. The employee or prospective employee who has a positive test result may request that the same sample be retested by a mutually agreed laboratory. A request for a retest must be done within (7) working days from the date of the first confirmed positive test notification and may be paid for by the employee or prospective employee requesting the test. If the retest results in a negative test outcome, the private employer will reimburse the cost of the retest, compensate the employee for his time if suspended without pay, or if terminated solely because of the positive test, the employee shall be reinstated with back pay.

**Negative test:** Negative immunoassay results will be accepted as negative. No action will be taken.

**Confidentiality:** Personnel Plus will only use information obtained from a substance abuse test in a lawful manner to assure confidentiality of donor records.

**Acknowledgement:** By signing this form, the undersigned acknowledges that he/she understands the Alcohol and Drug-Free Workplace Policy of Personnel Plus Inc. and agrees to comply with the terms of this policy.

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM

**EMPLOYEE SIGNATURE**

Karissa Tatom  
**EMPLOYEE (PRINT)**

2014-06-11  
**DATE**



## 1. Introduction

Employees of Personnel Plus have the right to expect a workplace and work environment free from sexual harassment. Employees are expected to conduct themselves in a manner that does not constitute sexual harassment of a fellow employee, client or resident.

## 2. Coverage

- a. This sexual harassment policy covers all persons employed by Personnel Plus, regardless of classification or employment status. Any complaint against an employee or agent of the company is covered by this policy.
- b. A complaint against an employee is subject to compliance with Personnel Plus Policies and Procedures. (Policy 2. and 12.)

### 3. Definition

Requests for sexual favors and/or other unwelcome verbal or physical conduct of a sexual nature by an employee constitute sexual harassment when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
- B. Submission to or rejection of such conduct by an individual is used as the basis for employment or decisions affecting that individual, or
- C. Such conduct has the purpose or effect of creating an intimidating, offensive, or hostile environment, or
- D. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance.

## 4. Consequences

In determining whether alleged conduct constitutes sexual harassment, the record as a whole will be considered, as well as the totality of the circumstances, such as the nature of the alleged conduct and the context in which it occurred. Any employee found to be in violation of this policy will be disciplined in accordance with Personnel Plus Policy 12 - Disciplinary Action, Suspension, and Dismissal.

## 5. Retaliation

Retaliation by any employee of Personnel Plus against an employee for responsibly using this policy and its procedures is grounds for appropriate disciplinary action.

## 6. False Allegations

Failure to substantiate a complaint is not equivalent to a false allegation. However, a false allegation brought forth with malicious intent or without regard for truth, will subject the complainant to disciplinary action.

*The undersigned acknowledges that they have read and fully understands this policy:*

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM

**EMPLOYEE SIGNATURE**

Karissa Tatom  
**EMPLOYEE (PRINT)**

2014-06-11  
DATE



Dear employer: We are requesting a reference check on the following employee. All replies will be kept strictly confidential. We thank you in advance for your prompt response!

Date: \_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Applicant: Karissa Tatom

SS#: 518 39 7853

			Comments
Verify dates worked:	____ Yes	____ No	_____
Verify ending wages:	____ Yes	____ No	_____
Verify job duties/job title:	____ Yes	____ No	_____
Was the employee reliable?	____ Yes	____ No	_____
Did he/she demonstrate excessive tardiness or absenteeism?	____ Yes	____ No	_____
Did the employee work well with others?	____ Yes	____ No	_____
Did he/she perform the essential functions of the job?	____ Yes	____ No	_____
Is the employee rehireable through your company?	____ Yes	____ No	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Would you be interested in learning more about our staffing and payroll services? We can (circle all that apply):*

**[ Mail literature ]**      **[ contact you via telephone or email @ \_\_\_\_\_ ]**

***Thank you for your time!***

*Please return and mail this completed form to:* Personnel Plus, 111 Filer Ave, Twin Falls, Id 83301

*Or fax to:* (208) 733-7362

**APPLICANT'S STATEMENT**

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all policies, rules and regulations of the employer.

Karissa Tatom  
**EMPLOYEE (PRINT)**

Electronically Signed by Karissa Tatom  
DN: cn=Karissa Tatom,username=ktatom  
Date: 2014-05-15 3:57:55 PM  
**EMPLOYEE SIGNATURE**

2014-06-11  
**DATE**