



EMPLOYMENT APPLICATION
 Stafford Resources LLC dba Stafford Technology
 400 W. Wilson Bridge Rd., Columbus, OH 43085

Stafford Resources LLC is an equal opportunity employer and affords equal opportunity to all applicants for all positions without regard to race, color, religion, gender, national origin, age, disability, veteran status or any other status protected under local, state or federal laws.

Applications must be complete, signed and dated to receive employment consideration. Resumes may be submitted for additional information, but not in place of the application. Stafford Resources, LLC is required to verify identity and work authorization at the time of employment. If you require reasonable accommodation for any part of the employment process, please alert Stafford Resources to such need.

(PLEASE PRINT IN INK)

Position(s) Applied For		Date of Application	
Last Name	First Name	Middle Name	
Address	City	State	Zip Code
Telephone Number	Alternate Number	Email Address:	
What Job Boards do you post your Resume on?	1. _____		
	2. _____		
How did you hear about Stafford Technology?	1. _____		

Are you legally entitled to hold employment of the kind for which you are applying the United States? YES
NO

(If offered employment you will be required to show proof of a legal right to work in the U.S.)

Are you over the age of 18 years? YES
NO

(If no, you may be required to provide authorization)

Can you with or without reasonable accommodation perform the essential functions of this job? *(If you have any questions about the functions of the job, please ask the interviewer before answering this question.)* YES
NO

Have you ever applied to Stafford Resources LLC before? *(If yes, please give date.)* _____ YES
NO

Are you a former employee or independent contractor of Stafford Resources, LLC? YES
NO



If yes, list date of last employment and your name at that time:

Do you have a valid driver's license? *(For driving positions only.)*

YES
NO

Are you willing and able to secure a Driver's License, if a License is required?

YES
NO

What is your means of transportation to work?

Have you been convicted of any moving violations in the past five years?

YES
NO

If yes, please explain: _____

Is anyone related to you employed by Stafford Resources LLC?

YES
NO

If yes, please give their name and relationship to you. _____

Are you able to travel, relocate, or work overtime?

Please list any professional, trade or other organizations that you belong to that would be considered relevant to the position which you are applying for.

What salary or rate of pay do you expect to receive if employed? _____ per

Have you ever been fired or asked to resign from a job?

YES
NO

If yes, please explain. _____

On what date would you be available to work? _____

Days and Hours Available: (If employed, I will notify my supervisor in writing, should my availability change.)

Day Sunday Monday Tuesday Wednesday Thursday Friday Saturday

AM							
PM							



EDUCATION

	Name and Location of School	Course of Study or Major	# of Years Completed	Diploma/Degree
Elementary				
High School				
College				
Graduate				
Vocational				

Please list any academic honors, scholarships, offices held, etc. *(Do not list any which reflect your race, color, religion, gender, national origin, age, disabilities or veteran status.)*

Describe any specialized training, apprenticeships, licenses or skills.

Have you received any job-related training in the United States Military? YES NO
Please give dates and explanation:

EMPLOYMENT HISTORY *(Begin with current or most recent employer.) Do not exclude any employment. Include any applicable temporary employment attach another sheet if necessary. Previous salaries or wages will not be used to determine compensation at Stafford Resources LLC.*

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address			
Phone	Describe your duties:		
Reason for leaving and explanation			
Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address			
Phone	Describe your duties:		



Reason for leaving and explanation

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address			

Describe your duties:

Reason for leaving and explanation

Company Name	Employment Dates From To	Salary Start End	Name and Title of Supervisor
Address			

Describe your duties:

Reason for leaving and explanation

Have you ever been dismissed from a position? Yes No

If yes, you must explain where, when and why:

Please provide any other information that you feel will help us in considering your application for employment.

REFERENCES (Please list three persons, who are not related to, who can provide professional references.)

Name	Company	Phone Number/Email	Relationship / Occupation	Years Known



APPLICANT ACKNOWLEDGEMENT AND AUTHORIZATION

PLEASE READ CAREFULLY BEFORE SIGNING

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Stafford Resources LLC (hereinafter referred to as "[COMPANY]") that such employment with [COMPANY] is at will, for no specified duration and may be terminated by either [COMPANY] or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of [COMPANY] or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of [COMPANY] except the President has the authority to enter into any agreement guaranteeing any conditions of employment or any agreement contrary to the foregoing statements and that any such agreements must be made in writing and signed by the President of [COMPANY].

In consideration for employment with [COMPANY], if employed, I agree to conform to the rules, regulations, policies and procedures of [COMPANY] at all times and understand that such obedience is a condition of employment. I understand that due to the nature of [COMPANY] business, attendance and punctuality are considered essential requirements of every job at [COMPANY] and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with [COMPANY], I may be required to submit to a pre-employment medical examination, drug screening and background check as a condition of employment. I understand that unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.

I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to [COMPANY] and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for three months. If I wish to be considered for employment after this period I must fill out and submit a new application.

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

Name and number of person completing this form if other than applicant:

[COMPANY] IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW.



Employee Name

Date

This Employment Agreement (“Agreement”) is entered into between the above-named employee and Stafford Resources, LLC dba Stafford Technology, its successor or assigns, whose principal place of business is located at 400 W. Wilson Bridge Rd. Suite 130; Columbus, OH. 43085

1. Term used in this Agreement:

- a. “Employee,” “you” or “yours” means the person named above who is or is to be employed by Stafford Resources, LLC.
- b. “Company” or “Stafford Resources” means Stafford Resources, LLC dba Stafford Technology by which the Employee is currently or is to be employed; and its successors and/or assigns.
- c. “Current clients” or “Client” means companies or businesses to whom Stafford Resources assigns employees on a temporary or “per assignment” basis; and with whom Stafford Resources has a business relationship at the time of Employee’s termination from the Company.
- d. “Prospective clients” means any company, business or individual from whom Stafford is actively seeking a business relationship at the time of Employee’s termination.

2. Scope of Services: You have entered into or will be entering into an employment relationship with the Company. This new or continuing employment relationship is consideration for the promises made under this Agreement.

This Agreement remains in full force and effect even if the duties, position or job title of the Employee changes due to promotion, demotion or other cause. Should the Employee leave the employment of the Company and return to employment with the Company within six months, this Agreement will remain in full force and effect for the duration of Employee’s employment with the Company and thereafter, as indicated.

This Agreement remains in full force and effect during any period for which the Employee is on leave, regardless of the cause or duration of the leave. Further, the Covent not to divulge Company Confidential Information or trade secrets applies both during employment and after the end of your employment with Stafford Resources.

3. No Conflicts: By your signature, you represent and warrant that your duties under this Agreement do not now, and will not in the future, breach any contract or conflict with any obligation to a previous employer. If such breach of conflict arises in the future, Employee agrees to immediately notify Stafford Resources. You further represent and warrant you will not use any proprietary information, ideas or material of a former employer in the course of your employment with Stafford Resources.



4. **At-Will Employment:** Your employment with Stafford Resources and under this Agreement is at all times "at-will." As an "at-will" employee, you may choose to leave your employment with us at any time and for any reason or not reason at all. We likewise can terminate your job at any time and for any lawful reason or no reason at all. Therefore, you understand your job with Stafford Resource is for no definite period of time. Nor is this Agreement a guarantee of employment for a certain number of hours or placement with a particular client of Stafford Resources. Termination by either party may be with or without notice. We ask, however, that you provide two weeks written notice of your intent to resign.
5. **Nature of Services:** Employee agrees to provide services with the highest professional standards, quality and workmanship, as may be required by Stafford Resources on an "as needed" basis. Such services are described in the attached Work Schedule which is incorporated into this Agreement. Additionally, you may be asked to perform services other than those outlined in the Work Schedule. If so, you are expected to operate with the same level of expertise and professional standards as your day-to-day job responsibilities require.

Most work performed and services provided under this Agreement will be under the direction and supervision of Stafford Resources' Client[s]. You, however, agree to perform such services and work in a manner consistent with Stafford Resources' Employee Handbook and any other policy and procedure of Stafford Resources and/or common industry practice. You further agree to adhere to and work consistent with the policies and procedures of the Client.

6. **End of Assignments:** You understand and agree that upon the conclusion of each work assignment, it is your duty to contact Stafford Resources to inquire about additional work assignments. Failure to contact Stafford Resources within one week after an assignment's end is considered voluntary resignation from our company.
7. **Compensation and Benefits:** You will be compensated for hours actually worked at the rate indicated on the Work Schedule (minus appropriate deductions). You may be eligible for those benefits identified at the start of your employment or which may be added later, if any. Eligibility is subject to and determined by the plan documents. Employee expressly acknowledges and agrees that you are not entitled to nor eligible for and will not make any claim against any benefits offered by Clients to which you are assigned including holidays, vacation, disability/medical or other insurances, pensions and retirement plans and the like.
8. **Non-Disclosure and Confidentiality Agreement:** Employee acknowledges that in the course of employment with Stafford Resources and by means of placement with a Client, you will be exposed or have access to Confidential Information of Stafford Resources, Client or any other party in which you encounter in the course of your job. "Confidential Information" includes, without limitation, any and all information which any party may consider proprietary or otherwise make efforts to keep confidential, including, without limitation, trade secrets, customer lists, proprietary software or technology, cost or profit figures and projections, credit information, current, future or proposed products or services, business growth plans, business forecasts, staffing needs, marketing and sales strategies, financial records, accounting records and the like.

This Confidential information is property of the Company, its Clients or other parties and dissemination of this information would cause irreparable damage to these parties. Therefore, you agree to not to reveal this information by any means; not use this information to the detriment of the Company; and not to use it in competition with Stafford Resources, or its clients at any time during or after your employment with the Company. You further agree to hold all Confidential Information in strict



confidence and not directly or indirectly use, reproduce, publish, disclose or otherwise make known to any person or entity any Confidential Information, except as required to do your job.

Employee agrees to promptly and without prior request to disclose to Stafford Resources inventions, works of authorship or other intellectual property conceived, developed, originated, or reduced to practice by Employee or under Employee's direction (collectively "inventions") while working under this Agreement. You further agree that such inventions are the sole property of Stafford Resources and/or its Client. Employee hereby assigns and conveys Employee's entire right, title and interest to any and all resulting copyrights, patents and trade secrets to Stafford Resources/Client and agrees to execute all applications or registrations necessary to secure and enforce such rights. Employee will not make any claim or demand for additional compensation or other remuneration for signing such documents.

The obligations contained in this section survive the termination of Employee's assignment with any Client and the termination of this Agreement for whatever reason.

9. **Non-Solicitation Agreement:** You agree that in the event of termination of your employment, by either the Company or you, for whatever reason, you will not solicit or in any way divert or attempt to solicit or divert business or clients away from the Company.

In this provision only, the term "client" means any client of Stafford Resources at which you are assigned at the time your Stafford Resource's employment ends or any client at which you have been assigned within the two years prior to your departure from Stafford Resources.

Moreover, you agree not to recruit or attempt to recruit the Company's workforce; divulge the names and/or addresses of the Company's workforce; solicit or encourage the Company's workforce to leave employment of the Company; interfere with or attempt to divert away from Company business relationships with vendors, realtors or others with whom Stafford Resources has developed a business relationship.

The provisions contained in this section remain in effect for one year from the date of termination of your employment from Stafford Resources.

10. **Limitation on Employment with Clients:** Employee agrees not to solicit employment from or accept employment with a Client at which you are or have been assigned while employed with Stafford Resources. This provision applies for a period of twelve months after completion of any assignment unless waived by express *written* consent of Stafford Resources.

You further agree to keep all of Client's consulting, employment or staffing needs confidential and will only bring such needs to the attention of Stafford Resources and no one else. Employee may not, directly or indirectly, recommend or encourage Client to employ or consider employing any individual whether on a temporary, permanent or contractual basis. You are further prohibited from recommending to any individual that he or she seek employment, in any capacity, with Client.

11. **Employee's Obligations under this Agreement:** The Non-Disclosure, Non-Solicitation and Limitation on Employment provisions of this Agreement apply to you directly as an individual, as well as indirectly through any other person, company, business, enterprise, venture or any other indirect means. Moreover the time periods for the Non-Solicitation and Limitation on Employment provisions do not include any period of time in which you are in violation of this Agreement and/or the time required to enforce the promises under this Agreement.



Employee acknowledges and agrees that any violation of Paragraphs 8 -10 would cause immediate and irreparable injury, loss and damage to Stafford Resources and/or its Clients such that an adequate remedy at law may not exist, and that in the event of such violation, Stafford Resources and/or its Client will be entitled to temporary and/or permanent injunctive relief without the necessity of proof of actual damage or loss.

12. Miscellaneous:

- a. This Agreement constitutes the entire agreement between the parties with respect to the matters contained herein and supersedes any and agreements, understandings or other communications of the parties, oral or written, with respect to that subject matter
- b. Modifications of this Agreement are only effective and binding if put in writing and signed by both the Employee and the Company. This Agreement cannot be modified in any way by oral statement.
- c. This Agreement is entered into in the State of Ohio and Ohio law will govern all provisions of this Agreement, including any disputes hereunder. Company and Employee consent to the jurisdiction of the Courts of Ohio and venue in Franklin County, Ohio for adjudication of any dispute arising under this Agreement.
- d. The Employee will reimburse the Company for all fees and costs incurred in connection with the enforcement of this Agreement, including, but not limited to, attorney fees and court, arbitration and/or mediation expenses.
- e. The Company reserves the right to assign this Agreement to an affiliated, successor, or any other company, business or entity without notice. In the event this Agreement is assigned, all of the terms and conditions hereunder remain in full force and effect.
- f. No course of conduct, course of dealing or failure or delay by any party in enforcing or exercising any rights under this Agreement will affect the validity, binding effect or enforceability of this Agreement or be deemed to be an implied waiver of any right or provision of this Agreement. Any waiver by the Company of any promise or condition under this Agreement will not affect the other provisions hereunder. No waiver will be construed to be permanent or binding for the future.
- g. If any part of this Agreement is deemed to be unenforceable, invalid or illegal, the remainder of the Agreement will continue in full force and effect.

I agree to the covenants contained in this Agreement,

Employee

Stafford Resources, LLC

Signature

Signature

Printed Name

Printed Name/Title