

Landrum Professional Employer Services, Inc.
Certification Form

By signing this document, I certify and understand that:

1. All facts and information listed on all employment documents are true and complete. False, incomplete or misleading information, regardless of when it is discovered, is cause for rejection of my application or termination of my employment.
2. Satisfactory background checks are a condition of initial and continued employment. Landrum Professional and my jobsite employer may investigate all statements contained on this form, conduct criminal and employment background inquiries prior to and at any time during my employment, interview references and previous employers, and obtain a report from a consumer-reporting agency to be used for employment purposes in accordance with the Fair Credit Reporting Act. All references and previous employers may give Landrum Professional and my jobsite employer all information and opinions concerning my previous employment and me. I release all such parties from any liability that may arise from furnishing such information to Landrum Professional and my jobsite employer, including, but not limited to, any liability for defamation or invasion of privacy.
3. If I am employed by Landrum Professional, I understand and agree that I will be assigned to a jobsite employer contracting with Landrum Professional and will be required to comply with the policies and protocols set forth in Landrum Professional's Employee Handbook and any handbooks and regulations of the jobsite employer. In the event of conflict between the handbooks and policies of Landrum Professional and the jobsite employer, Landrum Professional's handbook shall prevail.
4. If I am hired, I will not be considered to be working for Landrum Professional until I have satisfied any required post-offer medical inquiries and examinations.
5. The first ninety (90) days of my employment will be considered "probationary". However, I may be discharged at any time for unsatisfactory work performance or any other reason.
6. Unless otherwise provided for in a contract signed by the jobsite employer, at all times, I am an at-will employee and my employment can be terminated by me, my jobsite employer or Landrum Professional, with or without cause or notice, at any time, regardless of the successful completion of my probationary period. Any prior valid written contracts and agreements, including non-compete or non-solicitation agreements, with my jobsite employer are hereby affirmed by me and shall continue to remain in full effect as provided therein during my co-employment with my jobsite employer and Landrum Professional.
7. It is my responsibility to keep an accurate and complete record of my hours worked each day. Landrum Professional's liability for payroll is limited to payroll hours and information that Landrum Professional receives from my jobsite employer and me. In the event that Landrum Professional is not timely paid by my jobsite employer for my compensation and benefits, any claims I have against Landrum Professional shall be limited to minimum wage for hours worked, and all remaining pay and benefit claims shall be solely against my jobsite employer. If Landrum Professional is required to pay me and unable to timely obtain reimbursement from my jobsite employer, I assign to Landrum Professional my rights to any compensation claims that have been satisfied by Landrum Professional.
8. I am only eligible to participate in those Landrum Professional benefit plans that are specifically offered to employees at my jobsite through mutual agreement of Landrum Professional and my jobsite Employer.
9. As a condition of employment or my continued employment, I may be requested by Landrum Professional to submit to a urinalysis or other drug screen test, and my failure to take such test(s) when requested to do so, or unsatisfactory results, will disqualify me from consideration for employment, or if I am then employed, may result in my immediate dismissal.
10. During my employment with Landrum and my jobsite employer, I may learn personnel, financial and medical information regarding employees or clients. Such information is considered confidential and may not be disclosed to any third party without a proper subpoena or court order. Such information may also be protected by state or federal law. Except for legitimate business reasons in conjunction with my job, it may not be duplicated or transmitted in any way for any reason. In the event my employment is terminated at any time, I agree to return such information immediately.
11. To allow Landrum Professional and my job-site employer the opportunity to remedy any job-related concern, if I am subjected to any type of discrimination and/or harassment or have any other employment-related disputes or claims, I will utilize the policies set forth in the Employee Handbook to immediately report such issues.
12. I have been given access to the Landrum Professional Employee Handbook and agree to utilize the policies in it. It supersedes all prior Employee Handbooks. If I have any questions about the handbook, I may contact a Landrum Professional Human Resource Manager at 850-476-5100 or 1-800-888-0472.
13. I have received the Landrum Professional Dispute Resolution Form and agree to utilize the process set forth in it. If I have any questions about the Dispute Resolution Form, I may contact a Landrum Professional Human Resource Manager at 850-476-5100 or 1-800-888-0472.
14. With the exception of the Dispute Resolution Form, Landrum Professional may revise or eliminate its policies and procedures, rules or benefits without notice to me.

Employee Name (Print)

Signature

Date