

Step 1: Let's Get Started!

For assistance, please call us at **800.995.7378**

Application For Employment

(Must be completed even if attaching a resume)

If you are ready to begin working with Valesta, we're ready to start working with you. Please complete the application and one of our experienced recruiters will contact you soon.

Please be assured that On Assignment maintains a strict privacy policy. We will not share your information with any third party without your authorization and will only contact you for the specific purpose of serving your request.

Contact Information

____/____/____
 Today's Date

 Name (Last, First, Middle Initial)

 Address

 City State Zip

 Primary Phone Cell Phone

 Email Address

NOTE: For security purposes, this must be a private email address. If you do not have an email address please leave blank.

 Emergency Contact 1 (Name & Phone Number)

 Emergency Contact 2 (Name & Phone Number)

Education (Please do not note the year high school diploma was received)

 High School City State

Did you graduate? Yes No

 College / University Degree Earned

 City State From To Present

 Major Minor

 Relevant Course Work:

 College / University Degree Earned

 City State From To Present

 Major Minor

 Relevant Course Work:

Name: _____



Professional Experiences

List in order from most recent.

Employer _____ City _____ State _____

_____/_____/____ - ____/____/____ Present _____ Annual Hourly

From To Title Salary

Description: _____

Immediate Supervisor: _____ May We Contact? Yes No

Reason for Leaving: _____

Employer _____ City _____ State _____

_____/_____/____ - ____/____/____ Present _____ Annual Hourly

From To Title Salary

Description: _____

Immediate Supervisor: _____ May We Contact? Yes No

Reason for Leaving: _____

Employer _____ City _____ State _____

_____/_____/____ - ____/____/____ Present _____ Annual Hourly

From To Title Salary

Description: _____

Immediate Supervisor: _____ May We Contact? Yes No

Reason for Leaving: _____

Employer _____ City _____ State _____

_____/_____/____ - ____/____/____ Present _____ Annual Hourly

From To Title Salary

Description: _____

Immediate Supervisor: _____ May We Contact? Yes No

Reason for Leaving: _____

Name: _____

References

Position Held: _____ Dates of Employment: ____/____/____ - ____/____/____
From To

Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor/Person to Contact _____ Title _____ Phone _____ Email _____

Comment: _____

Position Held: _____ Dates of Employment: ____/____/____ - ____/____/____
From To

Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor/Person to Contact _____ Title _____ Phone _____ Email _____

Comment: _____

Position Held: _____ Dates of Employment: ____/____/____ - ____/____/____
From To

Employer _____

Address _____ City _____ State _____ Zip _____

Supervisor/Person to Contact _____ Title _____ Phone _____ Email _____

Comment: _____

Name: _____

Professional Organizations

_____ Organization	_____ Role	____/____/____ - ____/____/____ From To	<input type="checkbox"/> Present
_____ Organization	_____ Role	____/____/____ - ____/____/____ From To	<input type="checkbox"/> Present
_____ Organization	_____ Role	____/____/____ - ____/____/____ From To	<input type="checkbox"/> Present

Certifications

Type of Certificate:	Certificate #:	Expiration Date:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Licensures

_____ License	_____ State	_____ Licensure Number	____/____/____ Expires
_____ License	_____ State	_____ Licensure Number	____/____/____ Expires
_____ License	_____ State	_____ Licensure Number	____/____/____ Expires
_____ License	_____ State	_____ Licensure Number	____/____/____ Expires

Name: _____



Employment Questions

Date available: ____/____/____

How many weeks notice do you need to give your current employer? _____

How far are you willing to commute on a daily basis? _____ Miles _____ Minutes

Check preferred employment type: Any Contract Contract-to-hire Direct Hire

Check the days you are willing to work: Any M T W T F S Su

Check the shifts you are willing to work: Any Days Nights Evenings Weekends

Would you prefer to work: Either Part-time Full-time

Can you, after employment, submit verification of your legal right to work in the U.S.? Yes No

As a condition of employment, you may be required to take and pass a drug and/or alcohol screen. Testing will be done at the company's expense and administered by a testing facility designated by company. Results of any testing will be kept strictly confidential. If requested, are you willing to take the drug and/or alcohol screen? Yes ~~XXXXXX~~ [

How did you hear about Valesta?			
<input type="checkbox"/> ACRP Tradeshow/Website	<input type="checkbox"/> DIA Tradeshow/Website	<input type="checkbox"/> Job Fair	<input type="checkbox"/> Professional Organization
<input type="checkbox"/> Biospace/Hirehealth Career Fair	<input type="checkbox"/> Email	<input type="checkbox"/> Monster.com	<input type="checkbox"/> Referral
<input type="checkbox"/> Brochure	<input type="checkbox"/> Flyer	<input type="checkbox"/> OnAssignment.com	<input type="checkbox"/> SoCRA Tradeshow/Website
<input type="checkbox"/> CRO Partners Tradeshow/Website	<input type="checkbox"/> Google	<input type="checkbox"/> Other Website	<input type="checkbox"/> Word of Mouth
<input type="checkbox"/> Careerbuilder.com	<input type="checkbox"/> Internet Search	<input type="checkbox"/> PharmaSUG Tradeshow/Website	

Security Clearance: (Optional)

- None Actively Confidential Active Secret Active Top Secret Active Top Secret/SCI
- Inactive Confidential Inactive Secret Inactive Top Secret Inactive Top Secret/SCI

Primary Language: _____ Other Language: _____

On Assignment is an Equal Opportunity Employer. All applicants are considered for employment regardless of age, race, gender, religion, national origin, disability, marital status, or any other factor prohibited by law.

I understand and agree that if I am offered employment by the Company, it will be on an at-will basis. This means that either I or the Company may terminate the employment relationship at any time, for any reason, with or without cause. I also understand and agree that only an officer of the Company can enter into an agreement on any other terms and he/she can only do so in writing signed by him/her and me. I certify the information provided within this on-line submission is accurate. I understand that the withholding of information or the giving of false information for this on-line registration and/or phone interview for submission will result in a refusal to hire or disciplinary action up to and including termination after employment commences.

I have read and/or have been verbally read the information above before checking the box below for remittance and/or giving my permission to submit my application on-line to the customer service representative who has taken my verbal registration.

Signature _____

Date _____

Employment Agreement

On Assignment Staffing Services, Inc. ("On Assignment"¹) is engaged in the business of providing life sciences, healthcare and laboratory support services to other parties ("Client(s)"), who have requested contract professionals to fill their staffing needs. _____ ("Personnel") wishes to enter into this Employment Agreement with On Assignment.

On Assignment and Personnel agree as follows:

1. Scope of Employment Relationship.

- a) **Assignment.** Personnel is employed by On Assignment for a specific assignment with Client ("Assignment").
- b) **Supervision.** Client will direct and supervise Personnel while assigned to Client.
- c) **Policies and Procedures.** Personnel agrees to abide by the policies and procedures of Client including, but not limited to: safety, confidentiality and HIPAA (Health Insurance Portability and Accountability Act of 1996). Personnel will notify his/her On Assignment representative if there is a conflict with On Assignment policies.
- d) **Best Efforts.** Personnel agrees to use his/her best efforts in performing services to Client under this Agreement. Personnel understands that inappropriate behavior can damage On Assignment's relationship with the Client. Suspicious, illegal, or unauthorized behavior that comes to the attention of On Assignment may be reported to the appropriate law enforcement or regulatory agencies. Such behavior and poor performance may be cause for termination of the Assignment with Client or termination of employment with On Assignment.
- e) **No interference.** Personnel acknowledges that there is no contract or condition that would prohibit or interfere with Personnel's ability to work for On Assignment in the capacity as intended.
- f) **Legal Obligation.** Personnel is not authorized to incur any legal obligation on behalf of On Assignment, execute any agreement, exercise any authority or otherwise sign any document on behalf of On Assignment.
- g) **Work-related issues.** Personnel shall immediately inform On Assignment of all work-related issues that arise.
- h) **Termination of Assignment.** Personnel shall provide On Assignment with timely notice of any intended employment changes, such as termination (please note that two weeks notice prior to termination is a professional courtesy).
- i) **Request for Time off.** Personnel must request time off for days off or appointments at least 24 hours in advance; all requests must be directed to On Assignment. In cases of illness or emergency, Personnel must inform On Assignment that he/ she will not be able to attend the scheduled Assignment at least thirty minutes prior to commencement time.
- j) **Personal items.** On Assignment does not assume liability for Personnel's personal items at the Client site and/or while on Assignment.
- k) **Driving.** Personnel is prohibited from driving any vehicle (including, but not limited to personal car, rental car, or Client-owned car) for work-related duties without express written authorization from On Assignment. "Work-related duties" include responsibilities directed by Client for which Personnel will be compensated.

2. Background Check. Personnel's employment with On Assignment and placement with Client conditioned upon satisfactory results of a criminal background check, drug test, credit history, driving record, medical history, any other tests that may be appropriate for the Assignment or otherwise required by Client. Personnel authorizes On Assignment to perform tests and checks and provide relevant results to Client, as required.

3. Current Certifications. Personnel must possess and provide On Assignment with copies of current licenses, certifications, registrations (as appropriate to the state in which the Assignment is located), and regulatory compliance documents, as appropriate. The documents must be provided prior to the commencement of the Assignment; failure to provide or maintain these documents may result in the cancellation of the Assignment. Personnel may be liable to On Assignment for consequential damages resulting from falsifying, failing to provide or failing to maintain these documents.

4. Termination. As the employment relationship between Personnel and On Assignment is an employment at will, any party may terminate the employment relationship or an Assignment at any time, for any reason, with or without notice. On Assignment has no responsibility to pay any further salary or expenses if the term of an Assignment is cut short by any party, for any reason.

5. Payment. On Assignment shall pay Personnel the mutually agreed upon rate for hours worked, unless otherwise agreed. Personnel will be paid weekly, only for actual hours worked as accurately documented in a Client-approved timesheet, submitted to On Assignment each week in a timely manner. On Assignment will not reimburse any expense incurred by Personnel unless the expense has been approved in advance and in writing by On Assignment.

6. Indemnification. Personnel understands that On Assignment may have immediate expenses associated with placing Personnel at an Assignment including, but not limited to, purchases of glasses and safety shoes or costs of medical exams. If Personnel voluntarily leaves an Assignment prior to the original planned completion date or if Personnel is terminated from the Assignment for cause, Personnel understands that he/she may be required to reimburse On Assignment for these reasonable expenses. On Assignment will not be liable to Personnel for any damages, losses, expenses, inconveniences, or loss of alternative employment as a result of Client's actions or Client-initiated changes to the Assignment.

7. Confidential Information. Personnel acknowledges and agrees that in performing obligations under this Agreement he/she may have access to valuable trade secrets and confidential information of Client or On Assignment including, but not limited to, trade secrets, processes, formulae, inventions, techniques, marketing plans, strategies, forecasts, computer programs, patentable or copyrightable material, patient information, and customer lists ("Confidential Information"). This information will include, without limitation, any commercially valuable information created by, discovered or developed by, or made known to Personnel during the period of employment. Personnel agrees that he/she shall preserve and protect the

¹ "On Assignment" includes On Assignment Staffing Services, Inc., On Assignment, Inc., Assignment Ready, Inc. and/or its divisions and affiliated companies.

confidentiality of the Confidential Information and that any confidential material shall remain the sole property of On Assignment or Client and shall be returned immediately upon request or upon termination of employment. All documents, records, apparatus, equipment and other physical property, or reproductions thereof, furnished to Personnel by On Assignment or its Clients or produced in connection with the performance of Assignments, whether or not pertaining to Confidential Information, shall be and remain the sole property of On Assignment or its Clients and shall be returned immediately upon request or upon termination of Personnel's employment for any reason. All Confidential Information, inventions, patents or copyrights, and other rights in connection therewith, developed during the course of an Assignment shall be the sole property of On Assignment or its Clients and their respective assigns. The obligations set forth in this section shall survive the termination of this Agreement.

8. Non-Competition Agreement. Personnel agrees that he/she will not accept any offer of employment (either as an employee, as an independent contractor, or through another staffing agency) with any Client for whom Personnel performed services while employed by On Assignment without On Assignment's express written consent during the Assignment and for a period of 180 days after the termination of the Assignment.

PERSONNEL

ON ASSIGNMENT STAFFING SERVICES, INC.

By: _____
 Signature

By: _____
 Signature

Address: _____

Title: _____

Address: 26745 Malibu Hills Road
 Calabasas, CA 91301
 818.878.7900

Phone: _____

Date: _____

Date: _____

Addendum for California personnel

Section 2870 of the California Labor Code states:

- A. Any provision in an employment agreement which provides that an employee shall assign, or offer to assign, any of his or her rights in an invention to his or her employer shall not apply to an invention that the employee developed entirely on his or her own time without using the employer's equipment, supplies, facilities, or trade secret information except for those inventions that either:
 - 1.) Relate at the time of conception or reduction to practice of the invention to the employer's business, or actual or demonstrably anticipated research or development of the employer; or
 - 2.) Result from any work performed by the employee for the employer.
- B. To the extent a provision in an employment agreement purports to require an employee to assign an invention otherwise excluded from being required to be assigned under subdivision (a), then provision is against the public policy of this state and is unenforceable.

Accordingly, On Assignment does not require Personnel to assign any invention prohibited by Section 2870 of the California Labor Code.

Please initial here: Personnel _____

On Assignment _____

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Direct Hire Candidate Agreement

On Assignment Staffing Services, Inc. d/b/a Valesta (“On Assignment”¹) is engaged in the business of providing direct hire placement services to other parties (“Client(s)”) who have requested permanent placement, direct hire professionals to fill staffing needs. _____ (“Direct Hire Candidate”) wishes to enter into this Direct Hire Candidate Agreement with On Assignment to be presented for a direct hire position with On Assignment’s Clients.

- 1. Scope of Relationship.** On Assignment will screen and present Direct Hire Candidate for direct hire/permanent placement, to Clients, as requested by Clients.
- 2. Current Certifications and References.** Direct Hire Candidate must possess and provide On Assignment with a complete CV or Resume, Employment Application, copies of current licenses, relevant certifications and registrations, references and evidence of a right to work in the United States, as necessary. The documents must be provided prior to On Assignment’s presentation of Direct Hire Candidate to Client. Failure to provide or maintain these documents may result in the cancellation of On Assignment presenting Direct Hire Candidate to Client. Direct Hire Candidate may be liable to On Assignment for consequential damages resulting from falsifying, failing to provide or failing to maintain these documents.
- 3. Background Check.** On Assignment’s presentation of Direct Hire Candidate to Client or employment with Client may be conditioned upon receiving satisfactory results of one or more of the following pre-employment requirements: a criminal background check, drug test, credit history, driving record, medical history, any other tests that may be appropriate for the position or are otherwise required by Client. Direct Hire Candidate agrees to take a drug test (at select facilities) and authorizes On Assignment to perform tests and checks and provide relevant results to Client, as required.
- 4. Employment Relationship.** Client will hire suitable candidates upon its independent review and consultation. If hired by Client, Direct Hire Candidate shall be an employee of Client and will work under the sole management, direction and control of Client. As such, Direct Hire Candidate is not authorized to incur any legal obligation on behalf of On Assignment, execute any agreement, exercise any authority or otherwise sign any document on behalf of On Assignment.
- 5. Terms of Employment.** If hired by Client, Direct Hire Candidate shall be an employee of Client and Direct Hire Candidate’s payment shall come from Client alone. Direct Hire Candidate shall not request payment from On Assignment. As an employee of Client, Direct Hire Candidate shall follow all requirements set forth by Client including, but not limited to, notice period for termination, confidentiality, safety, paid time off and job responsibilities.
- 6. Termination of Employment.** If Direct Hire Candidate terminates employment with Client for any reason within 60 days after the start date with Client, Direct Hire Candidate shall immediately inform On Assignment of the circumstances surrounding termination.
- 7. Confidentiality.** Confidentiality is an important component of the business of On Assignment and its Clients. Accordingly, Direct Hire Candidate must never directly or indirectly pass on or discuss information relating to On Assignment and Client(s) unless necessary to the performance of duties or required by law.
- 8. Proprietary Client Relationships.** On Assignment has entered into proprietary business relationships with its Clients to provide staffing services. As such, Client is prohibited from hiring Direct Hire Candidate without the consent and involvement of On Assignment. Direct Hire Candidate may be subject to legal action for interfering with On Assignment’s contract with Client if he or she accepts any offer of employment (either as an employee, as an independent contractor, or through another staffing or placement agency) with any Client who On Assignment presented or introduced Direct Hire Candidate, regardless of whether Direct Hire Candidate interviewed with or worked for Client. Further, Direct Hire Candidate may be subject to legal action for interfering with On Assignment’s contract with Client if he or she accepts any offer of employment (either as an employee, as an independent contractor, or through another staffing or placement agency) with any Client that Direct Hire Candidate learns of through On Assignment during the term of this Agreement and for 180 days after Direct Hire Candidate learns of or is introduced to Client.

DIRECT HIRE CANDIDATE

**ON ASSIGNMENT STAFFING SERVICES, INC.
D/B/A ON ASSIGNMENT CLINICAL RESEARCH**

By: _____
Signature

By: _____
Signature

Date: _____

Date: _____

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