

HARBOR TRUST, LLC

Employment Application Form

<p style="text-align: center;">PLEASE PRINT ALL INFORMATION REQUESTED EXCEPT SIGNATURE</p> <p style="text-align: center;">YOU WILL BE EMPLOYED BY HARBOR TRUST, LLC</p> <p style="text-align: center;">AND WORK AT</p> <p style="text-align: center;">THE ALLEGRO AT COLLEGE HARBOR</p> <p style="text-align: center;">4600 54TH AVENUE S. ST PETE FL 33711</p>	<p>OFFICE USE ONLY:</p> <p>Date received: _____</p> <p>Reviewed by: _____</p>
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PLEASE COMPLETE PAGES 1-5.	DATE
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Name _____

Last	First	Middle	Maiden
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Present address _____

Number	Street	City	State	Zip
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How long at current address? _____ Social Security No. _____ - _____ - _____

Telephone (____).

Are you under age 18 YES NO, if "YES", can you provide proof of your eligibility to work? YES NO

Are you currently authorized to work in the United States? YES NO. Proof of eligibility will be required if hired.

Position applied for (1) and wage desired (2) (Be specific)	Days/hours available to work No Pref Thur Mon Fri Tue Sat Wed Sun
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How many hours can you work weekly? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

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TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

Have you ever been convicted of a crime which is substantially related to the functions or qualifications of the job for which you are applying? No Yes **UNDER FLORIDA LAW AN FDLE BACKGROUND MUST BE DONE PRIOR TO HIRE.**

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed and type(s) of rehabilitation.

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APPLICATION FOR EMPLOYMENT				
MILITARY				
HAVE YOU EVER BEEN IN THE ARMED FORCES? Yes No				
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD? Yes No				
Specialty		Date Entered		Discharge Date
Work Experience	Please list your work experience for the past seven years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets if necessary.			
Name of employer	Name of last supervisor	Employment dates	Pay or salary	
Address				
City, State, Zip Code		From	Start	
Phone number		To	Final	
Your last job title				
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				
Name of employer	Name of last supervisor	Employment dates	Pay or salary	
Address				
City, State, Zip Code		From	Start	
Phone number		To	Final	
Your Last Job Title				
Reason for leaving (be specific)				
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.				

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APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience for the **past seven years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code Phone number		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

Name of employer Address	Name of last supervisor	Employment dates	Pay or salary
City, State, Zip Code Phone number		From To	Start Final
Your last job title			

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer? Yes No

Did you complete this application yourself Yes No If not, who did? _____

After reviewing the attached job description, please indicate if you are able to perform the essential functions of the job for which you have applied ____ Yes ____ No. if you answered "No", please identify those job functions that you cannot perform. If a reasonable accommodation is required to enable you to perform the job properly and safely, please describe:

PLEASE READ CAREFULLY
APPLICATION FORM WAIVER
As indication that you have read and understood each sentence, please write your initials in the spaces provided below.

In exchange for the consideration of my job application by Harbor Trust, LLC, (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, _____ or to confer any right to remain an employee of Harbor Trust, LLC, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, _____ and that relationship cannot be altered except by a written instrument signed by the Owner/Managing Member of the Company. _____ Both the undersigned and Harbor Trust, LLC may end the employment relationship at any time, without specified notice or reason. _____ If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits. _____

I authorize investigation of all statements contained in this application. _____ I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. _____ I hereby give the Company permission to contact schools, all previous employers (unless otherwise indicated), references and others and hereby release the Company from any liability as a result of such contact. _____

As a pre-requisite to employment, I hereby agree to allow Harbor Trust, LLC or its designee to collect urine samples from me to determine the presence of illegal drugs in my body. Further, I give my consent to release my test results to an authorized employee or agent of Harbor Trust, LLC. I understand that the results of my urine, if confirmed positive will remove me from consideration for employment. I also understand that if I refuse to consent I will be removed from further consideration for employment. Further, I understand that if employed by Harbor Trust, LLC I must abide by Harbor Trust, LLC's Drug Free Workplace Policy and may be required to submit to testing for the presence of illegal drugs or alcohol. I understand that submission to such testing is a condition of employment at Harbor Trust, LLC, and disciplinary action up to and including discharge may result if (1) I refuse to consent to testing; (2) I refuse to execute all forms of consent and releases of liability as are usual and reasonable (3) if the test establishes a violation of Harbor Trust's Drug Free Policy; or (4) I otherwise violate the policy. _____

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics and mode of living. _____ Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act. _____

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days and further that at any time during the probationary period or thereafter, my employment relationship with the Company is terminable at will for any reason by either party. _____

Signature of applicant _____ **Date:** _____

Harbor Trust, LLC is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with Harbor Trust, LLC depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Harbor Trust, LLC

Interviewer Confidentiality Agreement

This Agreement made as of the ____ day of _____, 20____, between Harbor Trust, LLC Incorporated ("Harbor Trust, LLC") and _____ (the "Interviewer").

Confidential Information. Harbor Trust, LLC proposes to disclose certain of its confidential and proprietary information (the "Confidential Information") to Interviewer. Confidential Information shall include all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information and other information disclosed or submitted, orally, in writing, or by any other media, to Interviewer by Harbor Trust, LLC. Confidential Information disclosed orally shall be identified as such within ten (10) days of disclosure. Nothing herein shall require Harbor Trust, LLC to disclose any of its information.

Interviewer's Obligations. Interviewer agrees that the Confidential Information is to be considered confidential and proprietary to Harbor Trust, LLC and Interviewer shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Harbor Trust, LLC, and shall disclose it only to its officers, directors, or employees with a specific need to know. Interviewer will not disclose, publish or otherwise reveal any of the Confidential Information received from Harbor Trust, LLC to any other party whatsoever except with the specific prior written authorization of Harbor Trust, LLC.

Confidential Information furnished in tangible form shall not be duplicated by Interviewer except for purposes of this Agreement. Upon the request of Harbor Trust, LLC, Interviewer shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within five (5) days of such request.

Term. The obligations of Interviewer herein shall be effective from the date Harbor Trust, LLC last discloses any Confidential Information to Interviewer pursuant to this Agreement. Further, the obligation not to disclose shall not be affected by bankruptcy, receivership, assignment, attachment or seizure procedures, whether initiated by or against Interviewer, nor by the rejection of any agreement between Harbor Trust, LLC and Interviewer, by a trustee of Interviewer in bankruptcy, or by the Interviewer as a debtor-in-possession or the equivalent of any of the foregoing under local law.

Other Information. Interviewer shall have no obligation under this Agreement with respect to Confidential Information which is or becomes publicly available without breach of this Agreement by Interviewer; is rightfully received by Interviewer without obligations of confidentiality; or is developed by Interviewer without breach of this Agreement; provided, however, such Confidential Information shall not be disclosed until thirty (30) days after written notice of intent to disclose is given to Harbor Trust, LLC along with the asserted grounds for disclosure.

No License. Nothing contained herein shall be construed as granting or conferring any rights by license or otherwise in any Confidential Information. It is understood and agreed that neither party solicits any change in the organization, business practice, service or products of the other party and that the disclosure of Confidential Information shall not be construed as evidencing any intent by a party to purchase any products or services of the other party nor as an encouragement to expend funds in development or research efforts. Confidential Information may pertain to prospective or unannounced products. Interviewer agrees not to use any Confidential Information as a basis upon which to develop or have a third party develop a competing or similar product.

No Publicity. Interviewer agrees not to disclose its participation in this undertaking, the existence or terms and conditions of the Agreement, or the fact that discussions are being held with Harbor Trust, LLC.

Governing Law & Equitable Relief. This Agreement shall be governed and construed in accordance with the laws of the United States and the State of _____ and Interviewer consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this

Agreement. Interviewer agrees that in the event of any breach or threatened breach by Interviewer, Harbor Trust, LLC may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect Harbor Trust, LLC against any such breach or threatened breach.

Final Agreement. This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. Only a further writing that is duly executed by both parties may modify this Agreement.

Non-Assignment. Interviewer may not assign this Agreement or any interest herein without Harbor Trust, LLC's express prior written consent.

Severability. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term had never been included.

No Implied Waiver. Either party's failure to insist in any one or more instances upon strict performance by the other party of any of the terms of this Agreement shall not be construed as a waiver of any continuing or subsequent failure to perform or delay in performance of any term hereof.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

Name: _____

Firm: _____

Title: _____

Name _____

Firm: _____

Title: _____