



Human Capital Packet

Last Revision: May 2016

Please ensure that all hiring/contract documents are signed by you and the new employee. Also, please include the following information in the hiring packet before allowing the packet to be turned in for processing. Items in **red** are not required at this time. Copies of:

- | | | | |
|--------------------|-----------------------|--------------------------|--------------------------------|
| 1. Resume | 2. Signed Contract | 3. Non-Disclosure | 4. Application |
| 5. W-4 | 6. State W-4 | 7. Direct Deposit | 8. References |
| 9. I-9 | 10. Code of Business | 11. Conflict of Interest | 12. Software Code of Ethics |
| 13. Background | 14. Job Description | 15. Proprietary | 16. Transcript Requests |
| 17. Two I D | 18. Void Check | 19. Arbitration | 20. Non-Compete Agreement |

SECTION I: PERSONAL INFORMATION

Employee Name: _____
Last
First
Middle

NOTE: YOUR NAME MUST BE WRITTEN AS IT APPEARS ON YOUR SOCIAL SECURITY CARD!

Hire Date: _____ **Social Security #:** _____ Birth Date: _____

Full Time: _____ Part Time: _____ Employee #: _____

Title/Position: _____ Type: Part-Time Permanent Contract Commissioned

 Current Street Address City State Zip Code

Telephone-Day Telephone-Evening Cell Phone: Email:

- Do you have relatives who are presently (or have formerly been) employed by Urbanetectonics? Yes Or No
- How were you referred to Urbanetectonics? _____
- Have you ever been convicted of a felony? Yes Or No
- Please list other names used for work record. _____
- Would you be willing to relocate? (GA, OH, or OK) Yes Or No

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SECTION II: EDUCATIONAL INFORMATION

College School Name/Location: Years Attended or Completed: Degree/Diploma/Certifications:
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College School Name/Location: Years Attended or Completed: Degree/Diploma/Certifications:
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Technical School School Name/Location: Years Attended or Completed: Degree/Diploma/Certifications:

High School School Name/Location: Years Attended or Completed: Degree/Diploma/Certifications:
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SECTION II: PROFESSIONAL DEVELOPMENT

1. Names, dates and locations of methods courses or workshops attended in the past three years.
2. Names, dates, and locations of conventions or educational meetings attended in the past three years.
3. Organization and /or professional societies (related to present position or industry), in which you now hold membership.

4. List honors, awards, and achievements relative to present position or industry.

5. What percentage of your working time has been spent during the past month in:

Teaching_____ Administration_____ Consulting_____ Sub Field Work_____

Design_____ Project Manager_____ CADD_____ Construction Manager_____

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SECTION III: EMPLOYMENT HISTORY

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three days of being hired. Failure to submit such proof within the required time may result in immediate employment termination.

Please indicate all employment for the last five years. Begin with the most recent or current employer.

Company Name:				
Currently employed with this employer?	Yes	Or	No	Wage/Salary: _____
Dates Of Employment:	Position Held:			
Address:				
City	State	Zip Code:	Telephone:	
Manager or Supervisor:	May We contact this employer?			Yes Or No
Reason for leaving:				

Company Name:				
Currently employed with this employer?	Yes	Or	No	Wage/Salary: _____
Dates Of Employment:	Position Held:			
Address:				
City	State	Zip Code:	Telephone:	
Manager or Supervisor:	May We contact this employer?			Yes Or No
Reason for leaving:				

Company Name:				
Currently employed with this employer?	Yes	Or	No	Wage/Salary: _____
Dates Of Employment:	Position Held:			
Address:				
City	State	Zip Code:	Telephone:	
Manager or Supervisor:	May We contact this employer?			Yes Or No
Reason for leaving:				

Company Name:				
Currently employed with this employer?	Yes	Or	No	Wage/Salary: _____
Dates Of Employment:	Position Held:			
Address:				
City	State	Zip Code:	Telephone:	
Manager or Supervisor:	May We contact this employer?			Yes Or No
Reason for leaving:				

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SECTION IV: REFERENCES

In the event of an emergency, the first and second person(s) listed will be contacted. List three personal references.

Name	Address/Phone	Years Known/Relationship
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List five professional references.

Name	Address/Phone	Years Known/Relationship
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List three educational references.

Name	Address/Phone	Years Known/Relationship
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1. Will you be able to furnish transcripts if asked? Yes Or No
2. Have you been dismissed or terminated by a previous employer? Yes Or No
3. Do you authorize performance of a formal background check? Yes Or No
4. Have you served in the Military? Yes Or No
5. Are you currently active? Yes No Or N/A

SECTION V: 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 understand that neither this document nor any offer of employment from Urbanetectorics constitutes an employment contract unless a specific document to that effect is executed by the President and employee in writing.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by the policies and procedure outlined in the office standards.

I understand that all employment with Urbanetectorics is "at will" in that it can be terminated with or without cause, and with or without notice, at any time, at the option of either the company or yourself, except as otherwise provided by law.

Print Name: _____ Signature: _____ Date: _____

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SECTION VI: ACKNOWLEDGEMENT OF RECEIPTS

JOB DESCRIPTION

I clearly understand my duties and responsibilities, know the person to whom I report to, And understand the standards by which the success of my work is measured. A copy of the document describing the terms and conditions has been given to me.

Employee Name: _____ Date _____

Supervisor Name: _____ Date _____

BUSINESS MANUAL

I clearly understand I am to become familiar with and adhere to the contents of the "Policies and Procedures" in the Business manual, as it outlines the Code of Business Conduct, Ethics and guidelines. I understand that if I have questions "talk is action", I should talk to my supervisor and/or hiring manager. Further, I understand:

1. My employment is at will, I have the right to end my work relationship with the company for any reason, with or without advance notice. The company has the same right.
2. The contents of the Business Manual and any verbal statements of management do not constitute an express or implied contract of employment. They merely represent a summary of the more important company guidelines and they are not all inclusive. They replace, supersede, guide, and compliment all other "policies and procedures".
3. Urbanetectorics, LLC retains the sole right to modify, suspend, interpret, or cancel in whole or in part, any of the practices, published or unpublished company guidelines, it deems necessary. Urbanetectorics can take such action without advance notice and without having to give justification.
4. Only the President and/or designated hiring manager have the authority to enter into any employment agreement for a specified duration. Such agreement will be valid and binding on the company only if it is expressly set forth in the written documents compiled as the "hiring packet" and signed by the President and/or hiring manager.

Employee Name: _____ Date _____

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EQUAL EMPLOYMENT OPPORTUNITY POLICY

I acknowledge receipt of Urbanetectorics' Equal Employment Opportunity policy and policy against Harassment. My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____

SEXUAL HARASSMENT POLICY

I acknowledge receipt of Urbanetectorics' Sexual Harassment. My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____

FEDERAL, STATE, OR LOCAL GOV'T FUNDS

I have not been, and to my knowledge no contractor to the Company has been convicted of or pled nolo contendere or guilty to, any crime involving the acquisition, use or expenditure of federal, state, or local government funds, nor have I been, nor to my knowledge has any contractor to the Company been administratively or judicially determined to have committed fraud or any material violation involving federal, state, or local government funds. My signature below confirms that I have not.

Printed Name: _____

Signature: _____ Date _____

WORK PRODUCT OWNERSHIP

It is agreed that this is a "work for hire" situation. Any copyrightable works, ideas, discoveries, inventions, patents, products, or other information (collectively, the "Work Product") developed in whole or in part by the said employee or partner in connection with the Services contemplated under this agreement shall be the exclusive property of Urbanetectorics, LLC dba The BomaQ Companies. Any royalties in any form received in connection with the Work Product shall be paid to Urbanetectorics, LLC dba The BomaQ Companies. All royalties received as a result of the publishing of the educational materials etc shall be paid to Urbanetectorics, LLC dba The BomaQ Companies. As a representative of the company, the said employee/partner if necessary shall sign all documents necessary to confirm or perfect the exclusive ownership of Urbanetectorics, LLC dba The BomaQ Companies to the Work product.

Printed Name: _____

Signature: _____ Date _____

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Companies
SOFTWARE CODE OF ETHICS

Unauthorized duplication of copyrighted computer software violates the law and is contrary to our organization's standards of conduct. We disapprove of such copying, will neither engage in, nor tolerate the making or using of unauthorized software copies under any circumstances. We will provide legally acquired software to meet our legitimate software needs. We will comply with all legally enforceable license or purchase terms regulating the use of any software we acquire or use. Our strong internal controls will reinforce the prevention of unauthorized use of software copies. My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____

ARBITRATION AGREEMENT

I acknowledge receipt of Urbanetectorics' Conflict Resolution Policy. My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____

NON-COMPETE AGREEMENT

I agree for a period of 2 years after the effective date of the contract agreement to not directly or indirectly engage in any business that competes with the applicable service, product, or division. I agree not to induce or attempt to solicit, sell, license, or subscribe the same services, products, and/or points of business to any customer or client of Urbanetectorics, LLC. The covenant shall apply to the geographic area of that includes Texas, Oklahoma, and Georgia. I also understand that violations of this agreement will result in a minimum of \$2500 per instance.

My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____

CONSENT OF DISCLOSURE

I agree to permit Urbanetectorics, LLC to conduct an investigative research and background check to disclose and affirm the information given during the application process. I understand that such information may be obtained by personal interviews with my acquaintances, associates, or others with whom I am acquainted or who may have knowledge concerning my character, general reputation, personal characteristics or standard of living. I also understand that such information may be obtained through direct or indirect contact with former employees, schools, or other persons who you have disclosed in the application process and may have such knowledge. Please be advised that the background check requested may also include credit check, criminal records check, driving record check, child abuse registry check, education credentials verification, and reference check.

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My signature below represents my agreement to comply with the policy and gives my consent for Urbanetectorics' to perform its background check.

Printed Name: _____

Signature: _____ Date _____

CONFLICT OF INTEREST POLICY & DISCLOSURE STATEMENT

Urbanetectorics, LLC and its subsidiary companies operate in a progressive and competitive environment. The leadership has gone through great strides to make our business run as properly and productive as possible. In the interest of maintaining our "open door policy", "talk as action" communication personality between partners, managers, and employees (contract or permanent), or to avoid potential conflicts of interest, it is therefore in the mutual interest of the company to avoid doing anything in support of our competitors or other businesses that could be considered inappropriate or unprofessional. It is in this spirit that the company requests all partners, managers, and employees (contract or permanent) to disengage with outside business interests which do, might, or appear to conflict with either the interest of Urbanetectorics, their loyalty to our organization, their duties and their ability to best serve the company. It is with this discretion that the company requests signature to protect and maintain control over its proprietary financial, business, educational, and all other information and products.

For this reason, Urbanetectorics reserves the right to limit multiple positions held by our partners, manager, and employees within the same industry as the said company. Other prohibitions in this policy include, without limitation the sharing of company proprietary information, including but not limited to information regarding company finances, techniques, office documents, marketing materials, business operation, client acquisition or information, activities designed, developed, and/or utilized for the purpose of conducting business at Urbanetectorics, LLC. Also, engaging in any other business activity during work hours with Urbanetectorics or its subsidiaries, or using supplies, equipment, in other business activity is prohibited. Failure to attend meetings, participate in scheduled, and unscheduled assignments due to position requirements with another organization is unacceptable and is grounds for dismissal without proper approval.

Please indicate below all present conflicts with your obligation to the company Urbanetectorics LLC or its subsidiaries, so that we can monitor and review compliance with this policy. Explain in detail the nature of the conflict.

I acknowledge receipt of Urbanetectorics' Conflict of Interest Policy. My signature below represents my agreement to comply with the policy.

Printed Name: _____

Signature: _____ Date _____