

# managed/Staffing Employment Application

We are an Equal Opportunity Employer. It is our policy to abide by all Federal, State, and Local laws concerning discrimination in employment. No question in this application is intended to elicit information in violation of any such law, nor will any information obtained in response to any question be used in violation of any such law.

## Personal Information

Last Name: Gordillo First Name: Andrew MI: \_\_\_\_\_ Preferred Name: \_\_\_\_\_  
 Street Address: 75 S. 18th St City: Brighton State: CO Zip: 80601  
 How long at this address? 1 month Social Security #: 358-86-7194 Date of Birth: 02-21-92  
 Home Phone: 303-659-4520 Alternate Phone: 720-378-3564 Email Address: andrewgordillo26@gmail.com  
 Have you ever been convicted of a Misdemeanor? No Have you ever been convicted of a Felony? No  
 If Yes, please provide a brief explanation: Obstruction - Dropped If Yes, please provide a brief explanation: \_\_\_\_\_  
 Position Applying For: ANY Salary Requested: Negotiable How were you notified of our openings? Craigslist.org

List any Friends or Relatives working for this organization  
 Name: N/A Relationship: N/A Name: N/A Relationship: N/A

Institution Attended	Name and Location	Did You Graduate?	Diploma or Degree Type	Course of Study
High School	Brighton High School	Yes	H.S. Diploma	High School
Trade / Vocational School	Pickens Tech College	No	Basic Weber	welding
College / University				

Employer	Supervisor	Start Date	End Date	Position / Title	Reason for Leaving
Wal-mart	Dan	6-21-08	4-10-09	Cartage Clerk	School
Mike's Auto Spa	Alejandro	5-10-11	2-1-12	Supervisor	School
Merrit Co	Diane M.	3-10-12	5-5-12	Tool frame set	harrassed

**Emergency Contact:**

Name	Relationship	City, State	Contact #:	Alternate #:
Juan M. Gordillo	Father	Brighton, CO	(719) 378-1364	( ) - _____
Andreea Caro	Girlfriend	Brighton, CO	(719) 349-1599	( ) - _____

**Applicant's Certification (Please read carefully before signing)**  
 I certify to the best of my knowledge and beliefs, the answers provided by me on this application are accurate and complete. I understand that misrepresentations or omissions of facts in this application, may lead to my dismissal.

As an employee, I understand and agree that such employment may be terminated at any time, without prior notice, and that my employment will not be governed by any expressed or implied contract, but is 'at-will'.

x Andrew Gordillo  
 Applicant Signature Date: 7-25-12



# Employee Information Form

First Name: Andrew Middle initial: \_\_\_\_\_

Last Name: Gordillo

Name (Preferred to be called): \_\_\_\_\_

Address: 75 S. 18<sup>th</sup> St APT # \_\_\_\_\_

City: Brighton State: CO Zip: 80601

What County or Parish do you live in? Don't write USA: Adams

Home Phone: (303) 659-4520 Work: ( )

Cell Phone: (720) 378-3564 Fax Number: ( )

Social Security #: 358-86-7144 Date of Birth: 02-21-92

Work Email Address: \_\_\_\_\_

Home Email Address: Andrew.gordillo36@gmail.com

Disability:  Yes  No Veteran:  Yes  No

- |                                |   |  |                                   |                                |                                |
|--------------------------------|---|--|-----------------------------------|--------------------------------|--------------------------------|
| <input type="checkbox"/> Asian | <input type="checkbox"/> African American | <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic | <input type="checkbox"/> White | <input type="checkbox"/> Other |
|--------------------------------|---|--|-----------------------------------|--------------------------------|--------------------------------|

## Emergency Contact

Name: Juan M. Gordillo

Relationship: Father

Address: 75 S. 18<sup>th</sup> St.

City: Brighton State: CO Zip: 80601

Home Phone: (303) 659-4520 Work: (720) 378-1364

## Second Emergency Contact

Name: Marbella Sarabia

Relationship: Mother

Address: 75 S. 18<sup>th</sup> St.

City: Brighton State: CO Zip: 80601

Home Phone: (303) 659-4520 Work: (720) 204-0546

Employee Signature: [Signature] Date: 7-25-12



## Handbook Acknowledgement Form

My signature below indicates that I have been informed that the company employee handbook is available to me from my resource manager for reference at any given time during my employment at managed Staffing. In addition, I will read the handbook carefully and thoroughly. If I have any questions regarding the policies set forth in the Policy Handbook, I will contact the Human Resources Department for further clarification.

This employee handbook is not a contract or agreement expressed or implied, between Managed Staffing and its employees, and supersedes or replaces all prior employee handbooks to date. Managed Staffing reserves the right to amend, change, revise or eliminate any of these policies set forth at any time in its sole discretion. The only recognized deviations from the stated policies are those authorized and signed by the Human Resources Department.

  
Employees Signature

Andrew Gordillo  
Printed Name

7-25-12  
Date



# Direct Deposit Application

First Name: Andrew Middle Initial: N/A Last Name: Gordillo

Social Security #: 358-86-7194 Employer: Managed Staffing

Bank Name: Valley Bank & Trust

## Account Disbursement

I would like my payroll/wages deposited to the bank account indicated below:

- Checking Account - I wish to deposit how much of your Net Pay 50%
- Savings Account - I wish to deposit how much of your Net Pay 50%

Pay Card - You must provide a document from the Pay Card Company showing the Routing and Account number

Waive direct deposit. I fully realize that live checks is mailed out by regular US Post office from Dallas TX and can take up to another week before you receive your check.

Enter your initials on line that you understand this procedure.

SAVINGS DEPOSIT		CASH	CURRENCY		
			COIN		
CHECKS					
TOTAL FROM OTHER SIDE					
<b>TOTAL</b>					
LESS CASH RECEIVED					
<b>NET DEPOSIT</b>					

82-544/1070

USE OTHER SIDE FOR ADDITIONAL LISTING

BE SURE EACH ITEM IS PROPERLY ENDORSED

DATE \_\_\_\_\_

SIGN HERE FOR CASH RECEIVED (IF REQUIRED)

**Valley Bank & Trust**  
30 North 4th Avenue  
Brighton, Colorado 80601  
(303) 459-5450  
Valley Voice - 1-888-312-2265  
www.valleybankandtrust.com

10

5522 0000 0590 2729 10

ALL ITEMS ARE ACCEPTED SUBJECT TO OUR RULES AND REGULATIONS APPLICABLE TO THIS ACCOUNT.

I hereby authorize Managed Staffing to deposit any amounts owed to me, by initiating credit entries to my account at the financial institution (hereinafter BANK) indicated above. Further, I authorize BANK to accept and credit and credit entries indicated by Managed Staffing to my account. In the event that Managed Staffing deposit funds erroneously into my account, I authorize Managed Staffing to debit my account for an amount not to exceed the original amount of the erroneous credit.

This authorization is to remain in full force and effect until Managed Staffing and BANK, have received written notice from me of its termination in such time and in such manner as to afford Managed Staffing and BANK a reasonable opportunity to act on it.

Employee Signature: [Signature] Date: 7-25-12



## Equipment Agreement

As an employee and/or consultant working for Managed Staffing, you have been issued the equipment described below for your use. Although Managed Staffing may not issue you equipment at this time. If you sign the form now we will have your signature on file in the event we have to issue you equipment in the future.

Although the equipment is issued in your name, it is the sole property of Managed Staffing. The equipment is your responsibility. If the equipment is lost, stolen or damaged due to negligence, you will be responsible for replacement or repair. As an employee, the amount of the replacement or repair will be deducted from your wages. If you are a consultant working for Managed Staffing through a contracting company, the amount will be responsibility of your employer and may be deducted from invoices for hours worked.

Please take proper precautions to protect the equipment from theft. Do not leave it unattended unnecessarily. As per company policy, portable equipment should be taken home each evening, or locked in a desk drawer. A locked office door is not considered sufficient security against theft. Any time the equipment is taken offsite, it shall be carried in the container/case in which it was issued. Simply putting it into your briefcase or backpack does not offer sufficient protection from damage.

By signing this form, you are acknowledging that you have read and agree with the policies outlined herein.

Andrew Gordillo  
Name Print Only

7-25-12  
Date

  
Signature

\_\_\_\_\_  
Equipment Description



## **Payroll & Timesheet Systems Policies & Procedures**

**Managed Staffing take great pride in communicating with all employees, so all parties have a full understanding of what is expected from each other during the course of an "employer/employee" relationship.**

**As an employee of Managed Staffing Inc., it is imperative that you fully understand the policy and procedures as well as client compliance guidelines.**

**One procedure that can affect all parties is timesheets and payroll. With this said, please read these detailed instructions pertaining to timesheets and payroll.**

- 1. Managed Staffing is your employer not the end client.**
- 2. Managed Staffing has a separate payroll and timesheet system from the client called ExponentHR.**
- 3. The client might have a separate timesheet system for tracking your time and project codes.**
- 4. To stay within compliance guidelines with our clients and Managed Staffing, your timesheet must to be entered and submitted in ALL systems by 10:00 a.m. CST every Monday morning. NO EXCEPTIONS!**
- 5. As an employee of Managed Staffing, YOU are the responsible party for entering your timesheet into ExponentHR and the client system on a WEEKLY basis.**

**Below are rules that need to be followed in order for you to stay within guidelines with our Clients and Managed Staffing, please read and follow the below rules.**

- 1. Payroll is scheduled bi-weekly, pay days are on Friday's.**
- 2. Entering your timesheet on time in Client system and having your client supervisor approve your weekly timesheet is part of the payroll process.**
- 3. Client timesheets need to be approved to process payroll.**
- 4. If your timesheet is not in BOTH systems by the time Managed Staffing processes payroll batches, your pay check can be delayed in reaching you. If this should happen, our payroll department does off cycle check once a week on Thursday if your timesheet has been approved by the client by that Thursday.**
- 5. A Payroll Calendar is posted in ExponentHR. A copy of the payroll calendar was enclosed in your new hire packet. Once you officially start, Managed Staffing will email you another copy to you.**
- 6. Managed Staffing does not mail your pay stubs to you. You may access and print off your pay stubs electronically via ExponentHR. For assistance please contact them at 1-866-612-3200.**
- 7. If you have enrolled in direct deposit, your first check will be direct deposited.**
- 8. If you choose not to sign up for direct deposit, your pay checks will go regular mail and can take up to a week before receiving it. Checks are mailed from Dallas, Texas.**
- 9. Once Managed Staffing places a live check in the US Post Office mail box, Managed Staffing loses all visibly and can't be held responsible for delays.**
- 10. If you need to make changes to your direct deposit a new direct deposit form must be fill out and sent into Human Resources.**

11. Cancellation Policy of a live payroll check is as follows. 10 business days must pass before Managed Staffing places a stop payment on a check and reissues another check. This is again a main reason to establish direct deposit.
12. The website for ExponentHR is [www.exponenthr.com](http://www.exponenthr.com) and can be accessed from any personal or public computer at any time.
13. All questions pertaining to ExponentHR should be directed to ExponentHR at 1-866-612-3200. ExponentHR is open Monday through Friday 8:00 am CST to 7:00 pm CST. Closed on weekends.
14. If for some reason you didn't work, you may still have to submit a ZERO hour timesheet in both systems. Please check with your client supervisor on the rules of entering zero time or contact Managed Staffing.
15. Please take the proactive approach, if you are on vacation or sick and can't submit your time you need to contact you Managed Staffing HR representative. Your Managed Staffing HR representative will explain what needs to be done in order to process payroll.

When timelines are not met it can affect several areas including your pay check.

Again, as a reminder, not only are these policies of Managed Staffing's, your employer, it is also a compliance issue with our clients.

I have fully read the above instructions and understand this is my responsibility.

Andrew Gordillo  
Print your name

  
Your signature

7-25-12  
Date

# Form W-4 (2011)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 18, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

**Note.** If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

**Basic instructions.** If you are not exempt, complete the Personal Allowances Worksheet below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependents or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

**Norwege income.** If you have a large amount of norwege income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1382, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for yourself if no one else can claim you as a dependent . . . . .	<b>A</b>	<u>1</u>
<b>B</b>	Enter "1" if: { • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. } . . . . .	<b>B</b>	<u>1</u>
<b>C</b>	Enter "1" for your spouse. But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b>	<u>1</u>
<b>D</b>	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b>	<u>1</u>
<b>E</b>	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above) . . . . .	<b>E</b>	<u>1</u>
<b>F</b>	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.) . . . . .	<b>F</b>	<u>1</u>
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. • If your total income will be less than \$81,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$81,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children . . . . .	<b>G</b>	<u>1</u>
<b>H</b>	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) For accuracy, complete all worksheets that apply. { • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. }	<b>H</b>	<u>1</u>

Cut here and give Form W-4 to your employer. Keep the top part for your records.

Form <b>W-4</b> Department of the Treasury Internal Revenue Service	<b>Employee's Withholding Allowance Certificate</b>	OMB No. 1545-0074 <b>2011</b>
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		
1 Type or print your first name and middle initial. <u>Andrew</u>	Last name <u>Gordillo</u>	2 Your social security number <u>358-86-7194</u>
Home address (number and street or rural route) <u>75 S. 18th St</u>		3 <input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code <u>Brighton, CO 80601</u>		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here . . . . . ▶ <u>7</u>
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶ <u>[Signature]</u>		Date ▶ <u>7-25-12</u>
8 Employer's name and address (Employer. Complete lines 8 and 10 only if sending to the IRS.)		9 OEO code (optional)
10 Employer identification number (EIN)		





# Pre-Screening Notice and Certification Request for the Work Opportunity Credit

OMB No. 1545-1800

▶ See separate instructions.

Job applicant: Fill in the lines below and check any boxes that apply. Complete only this side.

Your name Andrew Gordillo Social security number ▶ 358 126 7194

Street address where you live 75 S. 18th St

City or town, state, and ZIP code Brighton, CO 80601

County Adams Telephone number (720) 378-3564

If you are under age 40, enter your date of birth (month, day, year) 02/21/1992

1  Check here if you are completing this form before August 28, 2009, and you lived in the area impacted by Hurricane Katrina on August 28, 2005. If so, please enter the address, including county or parish and state where you lived at that time.

2  Check here if you received a conditional certification from the state workforce agency (SWA) or a participating local agency for the work opportunity credit.

3  Check here if any of the following statements apply to you.

- I am a member of a family that has received assistance from Temporary Assistance for Needy Families (TANF) for any 9 months during the past 18 months.
- I am a veteran and a member of a family that received Supplemental Nutrition Assistance Program (SNAP) benefits (food stamps) for at least a 3-month period during the past 15 months.
- I was referred here by a rehabilitation agency approved by the state, an employment network under the Ticket to Work program, or the Department of Veterans Affairs.
- I am at least age 18 but not age 40 or older and I am a member of a family that:
  - a Received SNAP benefits (food stamps) for the past 6 months, or
  - b Received SNAP benefits (food stamps) for at least 3 of the past 5 months, but is no longer eligible to receive them.
- During the past year, I was convicted of a felony or released from prison for a felony.
- I received supplemental security income (SSI) benefits for any month ending during the past 60 days.
- I am a veteran and I was discharged or released from active duty in the U.S. Armed Forces during the past 5 years and, for at least 4 weeks during the past year, I received unemployment compensation.
- I am at least age 18 but not age 25 or older, and:
  - a During the past 6 months, I have not attended a secondary, technical, or post-secondary school for more than an average of 10 hours per week, not counting periods during which the school was closed for scheduled vacations, and
  - b During the past 6 months, if I was employed, during each consecutive 3-month period within the past 6 months, I earned less than I would have earned if I had worked for the applicable minimum wage 30 hours every week during the 3-month period, and
  - c I do not have a certificate of graduation from a secondary school or a General Education Development (GED) certificate or I have a certificate that was awarded at least 6 months ago and I have not held a job (other than occasionally) or been admitted to a technical or post-secondary school since I received the certificate.

4  Check here if you are a veteran entitled to compensation for a service-connected disability and, during the past year, you were:

- Discharged or released from active duty in the U.S. Armed Forces, or
- Unemployed for a period or periods totaling at least 6 months.

5  Check here if you are a member of a family that:

- Received TANF payments for at least the past 18 months, or
- Received TANF payments for any 18 months beginning after August 5, 1997, and the earliest 18-month period beginning after August 5, 1997, ended during the past 2 years, or
- Stopped being eligible for TANF payments during the past 2 years because federal or state law limited the maximum time those payments could be made.

Signature—All Applicants Must Sign

Under penalties of perjury, I declare that I gave the above information to the employer on or before the day I was offered a job, and it is, to the best of my knowledge, true, correct, and complete.

Job applicant's signature ▶ Andrew Gordillo

Date 7/12/12





Nationsearch.com 11160 Huron St. #201 Thornton, CO. 80234  
 Phone 800.827.9550 Fax 800.827.6118

**AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES**

I hereby authorize Nationsearch.com, and its designated agents and representatives to conduct a review of my background through a consumer report and /or an investigative consumer report to be generated for employment purposes, promotion, reassignment or retention as an employee of

I understand and am aware that the scope of the consumer report/investigative consumer report may include, but is not limited to the following areas: names and dates of previous/current employment, work experience, criminal history records, sexual offenders lists, motor vehicle records, educational records, professional license verification, credit history, civil cases, OFAC list, OIG/GSA lists and any other sanctions lists. Upon request, Nationsearch.com will supply a copy of the consumer report (completed) along with a copy of the rights under the FCRA.

I, Andrew Gard:110, authorize the release of these records or data pertaining to me which an individual, company, firm, corporation, or public agency may have. I authorize the full release of the information described above, without any reservation, throughout any duration of my employment at (company name) BASE

I hereby release Nationsearch.com and its agents, officials, representatives or assigned agencies, including officers, employees or related personnel both individually and collectively, from any and all liability for damages of any kind, which may at any time, result to me, my heirs, family or associates because of compliance with this authorization for release of information. I hereby certify that all information provided below and on my resume, CV or questionnaire is correct to the best of my knowledge. Any false statements provided on this form and/or on my resume, CV or application questionnaire will be considered just cause for the termination of employment at any time. This authorization and consent shall be valid in original, fax, copy or scanned form.

Please provide the following information, which is required by government agencies and other entities for identification purposes when conducting the background screening process. This information is confidential and will not be used for any other purpose.

[Signature]  
 Applicant Signature

7-25-12  
 Date

Other Names Used: \_\_\_\_\_

Social Security Number	358-86-7194
Date of Birth: To be used for screening purposes only	02-21-1992
Drivers License number : State of Issue:	

Street Address	City	State	Zip Code
75 S. 18 <sup>th</sup> St	Brighton	CO	80601

rights  
@1:45

Andrew Gordillo  
3060 E Bridge St Lot 5  
720 378 3564-cell  
303 659 4520-home

## EDUCATION

Brighton High School  
(2006-2011)  
High school diplome: YES

Pickens Technical college (2012-2012)  
Basic industrial welding Certificate

## WORK HISTORY

Walmart  
6-12-2008 --5-10-2009  
Courtesy clerk - return shopping carts back inside the store using remote cart pusher, and manually.

Mike's Auto Spa  
5-05-2011 --2-01-2012  
Finish Line/Supervisor  
Supervised work and details done to customers cars.

The Merrit Equipment co  
3-10-12 -- 5-12-12  
Rear Frame Setup  
Build rear frames for livestock trailers using air tools, tape measures, and blueprints

I am a very hard-working individual who will work hard and get the job done right, the first time. I am a very fast learner, and i am also bi-lingual. I am fluent in both English and Spanish. The best wqy to reach me is through my cell phone, thank you and i hope i get considered for this position, as i will be a contributing member of your team.

**Colorado**  
Driver License

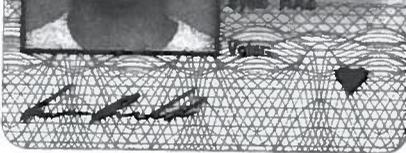
09-051-0877    Expires: 03-13-2013  
Issued: 12-30-2011

ANDREW BORBELLO  
3000 E BRIDGE ST LOT 45  
BRIGHTON, CO 80601

UNDER 21  
DOB 02-21-1990



Class: B  
Previous Type: N  
Exp:  
Rest:  
Ht: 5'10"  
Wt: 200  
Sex: M  
Eyes: HAZ  
Hair:



# Brighton High School

Brighton



Colorado

This certifies that  
**Andreu Gordillo**

has satisfactorily completed the Course of Study prescribed by this School, and  
having met the requirements for graduation is entitled to this

**Diploma**

Given this twenty-first day of May, 2011.

Jean Kriss  
President of Board of Education  
[Signature]  
Vice President of Board of Education



John J. Biner  
Principal of High School  
[Signature]  
Superintendent of Schools

**Form I-9, Employment Eligibility Verification**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)**

Print Name: Last <u>Gordillo</u>	First <u>Andrew</u>	Middle Initial	Maiden Name
Address (Street Name and Number) <u>75 S. 18th St</u>		Apt. #	Date of Birth (month/day/year) <u>02-21-1992</u>
City <u>Brighton</u>	State <u>CO</u>	Zip Code <u>80601</u>	Social Security # <u>358-86-7194</u>

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year) \_\_\_\_\_

Employee's Signature [Signature] Date (month/day/year) 7-25-12

**Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)** I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)**

List A	OR	List B	AND	List C
Document title: _____	OR	<u>Drivers License</u>	_____	_____
Issuing authority: _____		<u>State of CO</u>	_____	_____
Document #: _____		<u>09-051-0877</u>	_____	_____
Expiration Date (if any): _____		<u>3-13-2013</u>	_____	_____
Document #: _____		_____	_____	_____
Expiration Date (if any): _____	_____	_____	_____	_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**Section 3. Updating and Reverification (To be completed and signed by employer.)**

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title:	Document #:	Expiration Date (if any):
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date (month/day/year)



## SCHEDULE B AGREEMENT AND WAIVER

In consideration of my assignment to Client by Associate Vendor, I agree that I am solely an employee of Associate Vendor for all purposes including but not limited to benefits plan purposes, and that I am eligible only for such benefits as Associate Vendor may offer to its employees. I further understand and agree that I am not eligible for or entitled to participate in any benefit plan offered by Client, its parents, affiliates, subsidiaries, or successors to any of its direct employees, regardless of the length of my assignment to Client by Associate Vendor and regardless of whether I am held to be a common-law employee of Client for any purpose, and therefore, with full knowledge and understanding, I hereby expressly waive any claim or right that I may have, now or in the future, to such benefits and agree not to make any claim for such benefits.

### ASSIGNED EMPLOYEE

*Andrew Gordillo*  
Signature

Andrew Gordillo  
Printed Name

\_\_\_\_\_  
Title

7-25-12  
Date

\_\_\_\_\_  
(Associate Vendor Employee)

*Tina Kral*  
Signature

Tina Kral  
Printed Name

Account Manager  
Title

7-27-12  
Date



## SCHEDULE C

### Temporary Worker Invention and Secrecy Agreement

The undersigned ("Temporary Worker"), as a condition of the Temporary Worker's retention concerning services for BASF Corporation (herein called the "Client"), agrees as follows:

**1. Confidential Relationship.**

Temporary Worker admits that during Temporary Worker's performance of services related to the Client matters, Temporary Worker may have access to and further may contribute to the Client's Proprietary Information (as hereinafter defined). Temporary Worker shall during and after termination of Temporary Worker's work concerning the Client keep secret and treat confidentially all of the Client's Proprietary Information (as hereinafter defined).

**2. Definitions.**

**A. Inventions.** The term "invention(s)" means discoveries, concepts and ideas, whether patentable, patented or not, including but not limited to proprietary or secret processes, trade secrets, methods, designs, programs, formulae and technique, developments, modifications, procedures, methods, adaptations, and applications, as well as improvements thereof or know-how related thereto, with respect to:

1. any past, present or prospective activities concerning the Client with which Temporary Worker is or becomes acquainted as a result of the performance of services by the Temporary Worker concerning the Client; or
2. the use of any Proprietary Information (as hereinafter defined).

**B. Proprietary Information.** The term "Proprietary Information" means information which may be disclosed to the Temporary Worker or which Temporary Worker may learn, observe, discover, develop, or otherwise acquire, during, or as a result of, Temporary Worker's work concerning the Client and which includes, without limitation, any information, whether patentable, patented or not, relating to any existing or contemplated products, inventions, services, technology, concepts, designs, patterns, processes, compounds, formulae, programs, devices, tools, compilations of information, methods, techniques, and including information relating to any research, development, manufacture, purchasing, engineering, know-how, business plans, sales or marketing methods, methods of doing business, customer lists, customer usages or requirements, or supplier information, which is owned or licensed by the Client, or held by the Client in confidence.

**3. Rights to inventions.**

With respect to inventions made by Temporary Worker in whole or in part, or conceived by Temporary Worker alone or with others, Temporary Worker agrees that:

- a) Temporary Worker shall inform the Client promptly and fully of such inventions by a written report in a form satisfactory to the Client, setting forth in detail the procedures employed and the results achieved and that a report will be submitted by Temporary Worker upon completion of any and all studies or research projects undertaken concerning the Client, whether or not Temporary Worker believes a given project has resulted in an invention;
- b) Temporary Worker shall apply, at the Client's request and expense, and through the Client, for United States and foreign patents, copyrights, and/or trademarks, for any inventions either in the name of the Client or otherwise as the Client shall direct in writing;
- c) Temporary Worker shall assign to the Client or otherwise as the Client shall designate in writing, all of Temporary Worker's rights to such inventions, if any, including but not limited to United States and foreign patents granted upon such inventions;
- d) Temporary Worker shall assign to the Client or otherwise as the Client shall designate in writing, all of Temporary Worker's rights to copyrights and trade name or trademarks, if any, including but not limited to United States and foreign copyright registrations, trade name and trademark registrations;
- e) Temporary Worker shall execute all documents reasonably requested by the Client to formally assign any interest that Temporary Worker may have in such inventions to the Client or otherwise as the Client shall designate in writing; and



f) Temporary Worker shall execute any other written instrument and shall do any other acts reasonably requested by the Client to assist the Client or such other party as the Client may designate in writing to perfect or protect any or all of its rights in any inventions, including but not limited to trade secret, trademark, trade name, copyright and/or patent rights, both United States and foreign.

**4. Warranty of Original Development.**

Temporary Worker represents and warrants that all services performed concerning the Client and all work products produced concerning the Client will be of original development by Temporary Worker, and will be specifically developed for the Client and will not knowingly infringe upon or violate any patent, copyright, trade secret or other property or proprietary right of any third party.

**5. Rights to Work Product.**

With respect to all work product which is not an invention, but which is conceived or produced by Temporary Worker in the performance of the services or with the use or assistance of the Client's facilities, materials, or personnel, Temporary Worker agrees that the Client shall own all rights, title and interest to such work product, and such product shall be considered as a "work for hire" and that Temporary Worker hereby assigns all right title and interest in and to such work product.

**6. Protection of Trade Secrets.**

Temporary Worker hereby acknowledges that the inventions and products developed by the Temporary Worker in the performance of services concerning the Client, whether by Temporary Worker or by anyone else associated with Temporary Worker, and the Proprietary Information disclosed to Temporary Worker pursuant to this Agreement, are valuable trade secrets of the Client, and Temporary Worker shall maintain and protect them in the strictest confidence.

**7. Nondisclosure and Nonuse of Proprietary Information.**

Temporary Worker will not, at any time, disclose to others, use for Temporary Worker's or any third parties benefit, or otherwise appropriate or copy any Proprietary Information, whether or not developed by Temporary Worker, except to the extent required in the performance of Temporary Worker's services concerning for the Client.

**8. Adherence to Procedure for Preserving Confidentiality.**

Temporary Worker agrees to comply with any and all procedures which the Client may adopt from time to time to preserve the confidentiality of any Proprietary information, which may include the affixing of a legend on certain materials indicating their confidential nature.

**9. Temporary Worker's Policies and Procedures.**

Temporary Worker represents and warrants to the Client that Temporary Worker has and will enforce such security policies and procedures as are necessary to protect the confidentiality and unauthorized use of Proprietary Information. A copy of such policies and procedures together with a statement detailing the actions taken to implement them will be transmitted to the Client upon request.

**10. Duty Upon Termination.**

a) Upon termination of Temporary Worker's retention concerning the Client for any reason, Temporary Worker agrees to deliver to the Client all Proprietary Information, writings, designs, documents, records, data, memoranda, prototype, sample, computer source code and object code listings, file layouts, record layouts, system design information, models, manuals, documentation, notes, repositories of Proprietary Information and other material of any nature which are in Temporary Worker's possession or control and which contain any Proprietary Information.

b) Temporary Worker further agrees to retain in the strictest confidence any Proprietary Information Temporary Worker learned, through observation or otherwise, during Temporary Worker's retention by the Client.

**11. Right to Injunctive Relief.**

Temporary Worker agrees and acknowledges as follows:

a) Temporary Worker's compliance with the provisions of this Agreement is necessary to preserve and protect the goodwill and proprietary rights of the Client as a going concern and to prevent persons, firms, joint ventures,



partnerships, corporations, institutions and enterprises engaged in businesses and activities which are competitive with the businesses and activities conducted or carried on by the Client from obtaining an unfair competitive advantage over the Client;

- b) Any failure by Temporary Worker to comply with the provisions of this Agreement will result in irreparable and continuing damage to the Client for which there will be no adequate remedy at law; and
- c) In the event that Temporary Worker fails to comply with the provisions of this Agreement, in addition to any other remedies available to it, the Client shall be entitled to, and Temporary Worker hereby consents to the entry without objection of injunctive relief (a court order causing Temporary Worker to comply with this Agreement), and to such other and further relief as may be necessary or appropriate to cause Temporary Worker to comply with Temporary Worker's duties and obligations under this Agreement.

**12. Unauthorized Use or Disclosure.**

Temporary Worker shall promptly advise the Client orally of, and confirm in writing, any actual or threatened disclosure or use of Proprietary Information which Temporary Worker knows or suspects may not be authorized by the Client.

**13. Other Agreements.**

Temporary Worker represents, warrants and covenants that Temporary Worker's signing of this Agreement and the performance of Temporary Worker's services hereunder is not and will not knowingly be in violation of any other contract, agreement or understanding to which Temporary Worker is a party.

**14. Assignment.**

The rights of the Client may be assigned or transferred without Temporary Worker's consent, at the Client's discretion. Neither the rights nor the obligations of Temporary Worker may be assigned without the Client's written consent.

**15. Severability.**

In case it is determined by a court of competent jurisdiction that any provision of this Agreement is illegal or unenforceable, such determination shall solely affect such provision and shall not impair the remaining provisions of this Agreement.

**Witness**

**Temporary Worker**

Tina Kool

Andrew Gardillo

Witness' signature

Temporary Worker's signature

Tina Kool - Account Manager

Andrew Gardillo

Witness' name and title (print)

Temporary Worker's name (print)

75 S. 18th St Brighton Co

Temporary Worker's address (print)

7-25-12

7-25-12

Date

Date