

# Premier Executive Solutions, Inc.

269 S. Beverly Drive #981 Beverly Hills, CA 90212

## ATTENTION:

Please include the following with your completed application:

- Legible photocopies of the following documents, as applicable:
  1. California Guard Card
  2. California Exposed Firearms Card
  3. Police ID or Retired Police ID
  4. Driver's License
  5. Social Security Card
- A resume, if available.
- A color digital photo of you wearing appropriate business attire (Suit and Tie).
  
- Please fill out and return the appropriate forms along with your application:
  1. Form W-4, Income Tax (2010)
  2. Form I-9 Employment Eligibility Verification
  3. Form W-9, Contractor Taxpayer Identification

# Premier Executive Solutions, Inc.

## EMPLOYMENT APPLICATION

Premier Executive Solutions is proud to be an equal opportunity employer and we do not discriminate in hiring or any employment decisions on the basis of race, color, religion, national origin, ancestry, medical condition, veteran's status, or any other group protected by state or federal law.

### PLEASE PRINT

#### PERSONAL INFORMATION

Applicant's Name (Last)		(First)	(M.I.)	Social Security Number	
Address (Number)		(Street)	City		State
					Zip Code
Home Phone Number		Cell Phone Number		E-Mail Address	

- How were you referred to our Company? \_\_\_\_\_
- Do you have reliable transportation to work? (*circle one*) YES NO
- In addition to English, list any other languages you possess fluency in: \_\_\_\_\_
- Can you provide verification of your legal right to work in the United States? (*circle one*) YES NO
- Availability: What date are you available to start work? \_\_\_\_\_

(*check all days you are available for work*):

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
--------	---------	-----------	----------	--------	----------	--------

- Have you ever been convicted or pled no contest in any court of a misdemeanor and/or felony in the last five years?  
NOTE: A conviction will not necessarily disqualify you from employment. (*circle one*) YES NO

If "YES", please explain: \_\_\_\_\_

- Have you ever served in the United States Armed Forces? (*circle one*) YES NO

If "YES", please answer the following:

Branch of Service: \_\_\_\_\_

Relevant Duties and Special Training: \_\_\_\_\_

Rank Held: \_\_\_\_\_

#### EDUCATION

- Did you graduate from high school? (*circle one*) YES NO
- If not, do you possess a GED or equivalent? (*circle one*) YES NO
- If not, enter the highest grade you completed: \_\_\_\_\_

**EDUCATION - CONTINUED**

Name of University, College, or Trade School (City and State)	Course of Study	Diploma, Degree or Certificate Obtained	Date Completed
Name of University, College, or Trade School (City and State)	Course of Study	Diploma, Degree or Certificate Obtained	Date Completed
Name of University, College, or Trade School (City and State)	Course of Study	Diploma, Degree or Certificate Obtained	Date Completed

4. List below valid licenses or certificates related to security that you possess:

Type of License	License/Certification Number	Expiration Date
Type of License	License/Certification Number	Expiration Date
Type of License	License/Certification Number	Expiration Date

**EMPLOYMENT HISTORY – LAST THREE YEARS**

*Begin with your most recent job. Do not write "REFER TO RESUME". Use additional forms if necessary.*

From (M/D/Y)	To (M/D/Y)	Name of Company	
Company's Address			Supervisor's Name
Salary Earned	Hours per Week	Duties Performed	
\$ _____ per			
Reason for Leaving			

From (M/D/Y)	To (M/D/Y)	Name of Company	
Company's Address			Supervisor's Name
Salary Earned	Hours per Week	Duties Performed	
\$ _____ per			
Reason for Leaving			

From (M/D/Y)	To (M/D/Y)	Name of Company	
Company's Address			Supervisor's Name
Salary Earned	Hours per Week	Duties Performed	
\$ _____ per			
Reason for Leaving			

## REFERENCES

Name	Occupation	Phone Number
Name	Occupation	Phone Number
Name	Occupation	Phone Number

-----

I certify that the information I have entered on this application is true and complete to the best of my knowledge. I further understand that any false, incorrect, or incomplete statements may disqualify me from employment or, if hired, subject me to disciplinary action up to and including termination.

I authorize the employers and educational institutions identified on this application to release any information they may have concerning my employment or education to Premier Executive Solutions, Inc. I release all parties and persons from any and all liability for any damages that may result from furnishing or receiving such information.

It is understood that if hired that employment with Premier Executive Solutions is on an "at-will" basis. "At-will" employment is defined that your employment relationship may be terminated at any time by either you or the Company for any reason not expressly prohibited by law.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

# Premier Executive Solutions, Inc.

**CONFIDENTIAL**

## Employee Information Sheet

**TO BE COMPLETED BY THE EMPLOYEE**

**PLEASE PRINT CLEARLY**

Today's Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Last Name \_\_\_\_\_ First \_\_\_\_\_ MI \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

Street Address \_\_\_\_\_

City and State \_\_\_\_\_

Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Social Security # \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Additional Contact Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Emergency Contact:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Contact Number \_\_\_\_\_

# Premier Executive Solutions, Inc.

## Confidentiality and Non-Circumvention Agreement

In consideration of being hired by Premier Executive Solutions, Inc. (the "Company"), the undersigned "Employee" (identified as both employees and independent contractors) hereby agrees as follows:

- 1. CONFIDENTIAL INFORMATION:** Company and Employee acknowledge that, due to the nature of the services to be performed for Company pursuant hereto and the social, political and financial status of the company's clients and customers (Company's Clients"), Employee may have access to and acquire Confidential Information (as such term is defined below) relating to the business and operations of the Company and to the business and personal activities of Company's Clients. Employee acknowledges that as a condition of inducing Company to hire Employee hereunder, that Employee agrees to maintain and preserve and protect at all times the Confidential Information and not disclose the same to any third parties whomsoever. Accordingly, Employee agrees that Employee shall not, directly or indirectly, at any time during or after the termination or expiration of this Agreement or the completion of Employee's services for Company and/or Company's Clients, disclose to any third party any Confidential Information, nor shall Employee's use or attempt to use Confidential Information for his own benefit or gain or the benefit of any third party, directly or indirectly. As used herein, "Confidential Information" shall include, without limitation, all information, whether written or oral, used by the Company or Company Clients that an Employee would not otherwise have access to or would not otherwise be available to officer except within the scope of the services to be provided hereunder.
- 2. ACCEPTING EMPLOYMENT BY A CLIENT OF THE COMPANY:** The Employee acknowledges that they shall not accept any employment, fees or compensation of any kind directly from any client of the Company. Employee agrees not to accept any employment directly from any client of the Company for a period of one (1) year after termination.
- 3. LIQUIDATED DAMAGES:** The parties hereto acknowledge and agree that it would be impossible or extremely difficult to measure or determine the damages which might be caused by the breach of this Confidentiality Agreement by Employee, or the threatened breach thereof, and, therefore, the parties agree that a fair estimate of the damage which would result from Employee's breach, of threatened breach hereof, is the sum of Two Hundred Thousand Dollars (\$200,000), which represents the reasonable and appropriate compensation resulting therefrom.
- 4. ATTORNEY'S FEES:** In the event of legal action to enforce or interpret the terms and provisions hereof, it is agreed that the prevailing party in such litigation shall be entitled to recover reasonable attorney's fees and court costs incurred in connection therewith.

The foregoing is agreed to and executed the day and year first above mentioned:

PREMIER EXECUTIVE SOLUTIONS, INC.

By: \_\_\_\_\_

"Company"

\_\_\_\_\_

"Employee"

# Premier Executive Solutions, Inc.

## EMPLOYEE SERVICES AGREEMENT

This Agreement is entered into by and between \_\_\_\_\_ (“Employee”) and Premier Executive Solutions Inc. and it will serve to memorialize the understanding (Contract) between Premier Executive Solutions Inc. and Employee.

1. Employee agrees that while working for Premier Executive Solutions Inc. and for one year thereafter should expiration, cancellation or termination occur, Employee will not solicit and client of Premier Executive Solutions Inc. to seek work as an employee or vendor of PES’s clients.
2. Employee further agrees that if he/she is solicited by PES’s clients for the purpose of employment, Employee shall notify Premier Executive Solutions Inc. as soon as possible in writing.

This agreement will serve as a binding contract between Premier Executive Solutions, Inc. and Employee until one year from Employee’s last work day at Premier Executive Solutions Inc.

“Company”

“Employee”

Date: \_\_\_\_\_

Date: \_\_\_\_\_

PES: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature: \_\_\_\_\_