

Accounting Advantage

In the event you are hired by Accounting Advantage several agreements must be completed by you prior to your first assignment. **Your employment will only start on the first day of your first scheduled assignment and completion of any of the following documents does not represent an offer of employment.**

For your convenience you may complete the following paperwork prior to employment.

This prior paperwork process is on a voluntary basis. All information will remain in the strictest of confidence.

A copy of this agreement will be made available to you upon request or can be found on-line at www.actadv.ca

If you would prefer to return to complete the documentation we will make those arrangements.

CONFIDENTIAL, PROPRIETARY & TRADE SECRET INFORMATION AGREEMENT

In the event you are hired, you agree that you will not disclose any proprietary information, trade secret or confidential business information pertaining to the operations or business of:

- Any AppleOne related company, including BilingualOne, Accounting Advantage, HRone or ProFit.
- Any client company you are referred to for temporary/contract assignments or interviews.

Confidential information includes:

- Company/Client's policies and procedures
- The identification of names and addresses of customers/clients
- Compilations of data, financial/medical information and/or records
- Client lists
- Memos, internal operating forms
- Computer software, reports or other computer-related information and other information

Confidential information includes information kept in any form, including but not limited to computer files, papers, documents, contracts, letters, communications and other things tangible and intangible. Confidential information does not include name, title or business address/phone number or any other Company information, which is made readily available to the public by the Company.

The disclosure of confidential information would be harmful to the business interests of Accounting Advantage or its clients.

1. You will not, at any time, directly or indirectly, use or disclose any of the Company's/Client's confidential information, except as authorized and within the scope of your employment with the company.
2. You agree to promptly disclose in writing to the Company/Client all discoveries, inventions, improvements conceived by the individual during the course of the individual's employment. The Company/Client shall be free to use any such discoveries, inventions, improvements, suggestions or ideas without obligation of any sort to the employee.
3. You agree and understand that should the individual violate the terms and conditions of this agreement during the individual's employment, the employee shall be subject to immediate termination of the individual's employment with cause.
4. You agree to return to the client any materials, information or property that have been given to you by the Client or Accounting Advantage at the completion of your assignment.

PERSONAL INFORMATION- THIRD PARTY RELEASE - CANDIDATE CONSENT FORM

Personal information is defined as any information that identifies a candidate as an individual, including but not limited to a candidate's contact details, resume, information obtained through reference and background checks, educational records, reference letters and skill testing results.

In the event you are hired, you consent to the collection of your personal information, as requested by Accounting Advantage and understand that this information will be used strictly for the purpose of assisting you in finding suitable employment opportunities.

You further consent to the disclosure of such personal information to:

1. Accounting Advantage clients when, in Accounting Advantage exclusive discretion, the client may provide you with suitable employment; and
2. To the extent necessary, Accounting Advantage representatives (including affiliates, partners, contractors, clients) who assist Accounting Advantage of Companies in providing you with full staffing services.

You further consent to the retention of your personal information by Accounting Advantage as long as you are using the company's placement services.

In the event that you wish to withdraw your consent to the use, disclosure and retention of your personal information, you understand that it is your responsibility to inform Accounting Advantage in writing, at which time you will be informed by Accounting Advantage whether and how such withdrawal will affect the services being provided to you.

You acknowledge and agree to all the terms and conditions of the "Confidentiality" and "Third party release" document

Print Name	Signature	Date	Y1
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