

CONTRACTOR SUBMISSION

JOYCE LOPEZ & ASSOCIATES, LLC. IS AN EQUAL OPPORTUNITY CLIENT

Please read each of the following instructions carefully and give complete and honest answers. An incomplete submission may result in a delay to the consideration process or denial of your submission. Joyce Lopez & Associates, LLC. will provide equal opportunities for all contractor submissions without regard to an individual's race, color, age, religion, sex, national origin, disability, genetic information, uniformed services, veteran status, sexual orientation, gender identity and expression or any other legally protected classification. Joyce Lopez & Associates, LLC. will provide reasonable accommodations to allow a contractor to participate in the submission consideration process (e.g., accommodations for a test or interview) if so requested. When completing this submission, you may exclude information that would disclose or otherwise reference your race, religion, age, sex, genetic information, veteran status, disability, or any other status protected by federal or state law.

THIS SUBMISSION DOES NOT CREATE A CONTRACT NOR DOES IT GUARANTEE OF A PROPSAL OR SERVICE AGREEMENT WITH JOYCE LOPEZ & ASSOCIATES, LLC.

CONTRACTOR POSITION SUBMISSION

CONTRACTOR INFORMATION

Last Name		First Name		Middle Initial
Present Street Address				
City		State (Puerto Rico residents please specify Province)		Zip
Telephone Number (Home)		Telephone Number (Cell)		Email Address
Emergency Contact First and Last Name			Emergency Contact First and Last Name	
Relationship Emergency Contact Phone Number			Relationship Emergency Contact Phone Number	
Referral Source - How did you hear about this position (LinkedIn, Indeed, Joyce Lopez & Associates website, etc.)? (If Associate Referral, please write Associate's full name)				

CONTRACTOR INFORMATION

Type of contract desired <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary
Desired Salary
Date Available to Start
Shift <input type="checkbox"/> Day <input type="checkbox"/> Evening <input type="checkbox"/> Night
Days Available <input type="checkbox"/> S <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S
Have you ever completed a submission to Joyce Lopez & Associates, LLC.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been contracted by Joyce Lopez & Associates, LLC.? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you currently eligible to work in the U.S. and authorized to contract with the Organization for an ongoing indefinite basis? <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you now or in the future require sponsorship by this Organization to attain or maintain your eligibility to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

Do you have relatives currently or previously contracted or employed by Joyce Lopez & Associates, LLC.?

Yes No

If yes, please provide name(s) & relationship(s):

PROFESSIONAL HISTORY (Please list your work history below starting with your most recent position first. To add more positions please continue and complete the next section.)

Do you have documented employment history (documented volunteer work is accepted)?

Yes No

Company

Street Address

City

State

Zip Code

Telephone Number

Position Held

Supervisor's Name

From

To

Describe Responsibilities

Reason for leaving

Company

Street Address

City

State

Zip Code

Telephone Number

Position Held

Supervisor's Name

From

To

Describe Responsibilities

Reason for leaving

Company

Street Address

City

State

Zip Code

Telephone Number

Position Held

Supervisor's Name

From

To

Describe Responsibilities

Reason for leaving

Explain any gaps in your employment, other than those due to personal illness, injury, disability, or religious practices.

SKILLS AND QUALIFICATIONS

Summarize any special training, skills, licenses, foreign languages, and/or certificates that may assist you in performing the contract responsibilities for which you are submitting.

LANGUAGE QUALIFICATIONS Indicate proficiency level next to the applicable.

English Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Spanish Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Arabic Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Japanese Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Mandarin Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Farsi Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Chinese Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

French Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

American Sign Language Yes No
Translation Intermediate Proficient Advanced

Hindu/Urdu Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Portuguese Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

Russian Yes No
Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

German Yes No

Spoken Intermediate Proficient Advanced Written Intermediate Proficient Advanced

EDUCATIONAL BACKGROUND Start with your most recent school attended.

School	
City	State
Graduated	Degree/Diploma (if none indicate "N/A")

School	
City	State
Graduated	Degree/Diploma (if none indicate "N/A")

PROFESSIONAL REFERENCES (Please provide two professional references (i.e. employment related) who are not relatives nor former subordinates. If no prior work history, please list personal references)

First Name	Last Name	Occupation
City	State	
Telephone Number	Email	

First Name	Last Name	Occupation
City	State	
Telephone Number	Email	

CONTRACTOR SUBMISSION STATEMENT

I certify that all information I have submitted for consideration to secure a contract Service Agreement with Joyce Lopez & Associates, LLC. is true, complete, and accurate. I realize that falsification of any of the following to include this submission, other documents provided by me, and/or the giving of incomplete information in this submission may result in the withdrawal of any consideration and/or the immediate termination of my Service Agreement, in the future.

I expressly authorize, without reservation, Joyce Lopez & Associates, LLC., its representatives, associates, or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, and educational institutions, and to otherwise verify the accuracy of all information provided by me in this submission, résumé, or interview. I hereby waive any and all rights and claims I may have regarding Joyce Lopez & Associates, LLC., its agents, associates, and representatives, for seeking, gathering, and using truthful information, in a lawful manner, in the submission process and all other persons, corporations, or organizations for furnishing such information about me. I promise that I shall not bring any legal claims or actions against my current or former employer due to their responses to any submission reference request.

Joyce Lopez & Associates, LLC. provides Equal Opportunity contracts and maintains the policy of recruiting and retaining the best qualified personnel who demonstrate the ability to perform competently and work effectively with others. It is the policy of Joyce Lopez & Associates, LLC. to provide equal employment contracts regardless of race, color, age, religion, sex, national origin, disability, genetic information, uniformed services, veteran status, sexual orientation, gender identity and expression or any other legally protected classification. This policy of nondiscrimination prevails throughout all aspects of the client/contractor relationship, including but not limited to recruitment, selection, placement, transfer, promotion, layoff/recall, Service Agreement termination, training,

working environment conditions, discipline, benefits and compensation.

I understand that completion of the submission with Joyce Lopez & Associates, LLC. is a preliminary step to a possible Proposal Offer and of a Service Agreement being extended and does not obligate Joyce Lopez & Associates, LLC. to offer me a Proposal nor for me to accept the subsequent Service Agreement. If I am contracted, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and Joyce Lopez & Associates, LLC. reserves the same right to terminate my Service Agreement for breaches at any time, with or without cause, and with or without prior notice, except as may be required by law or other Service Agreement obligations. This submission does not constitute an agreement or contract for client services for any specified period of definite duration. I understand that no supervisor or representative of Joyce Lopez & Associates, LLC. is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing, state that they are a Service Agreement and signed by Joyce Lopez & Associates, LLC. Chief Executive Officer or designee.

I also understand that any Proposal Offer is contingent upon my ability to provide proof of identity and legal authorization to work in the United States and that federal immigration laws may require me to complete an I-9 Form in this regard when applicable. I also understand that I will be required to provide a copy of current licensure prior to the commencement of a Service Agreement with Joyce Lopez & Associates, LLC., where applicable. In addition, I understand that there may be other pre- contract qualifications necessary to the commencement of a Service Agreement with Joyce Lopez & Associates, LLC.

FOR CALIFORNIA SUBMISSIONS: I RECOGNIZE THAT I MAY WAIVE MY RIGHT TO RECEIVE A COPY OF ANY PUBLIC RECORD OBTAINED BY JOYCE LOPEZ & ASSOCIATES, LLC. WHEN CONDUCTING A BACKGROUND INVESTIGATION OF ME PER THE REQUIREMENTS OF CALIFORNIA'S INVESTIGATIVE CONSUMER REPORTING AGENCIES ACT (CALIFORNIA CIVIL CODE § 1786, ET SEQ.). I MAY WAIVE MY RIGHT BY CHECKING THIS BOX: I DO NOT WISH TO RECEIVE A COPY OF ANY PUBLIC RECORDS OBTAINED BY JOYCE LOPEZ & ASSOCIATES, LLC. ABOUT ME THROUGH NON-FCRA SOURCES.

FOR MARYLAND SUBMISSIONS: UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT OR CONTINUED EMPLOYMENT, THAT AN INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. EMPLOYER WHO VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT EXCEEDING \$100.

FOR MASSACHUSETTS SUBMISSIONS: IT IS UNLAWFUL IN MASSACHUSETTS TO REQUIRE OR ADMINISTER A LIE DETECTOR TEST AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. AN EMPLOYER WHO VIOLATES THIS LAW SHALL BE SUBJECT TO CRIMINAL PENALTIES AND CIVIL LIABILITY.

I UNDERSTAND THAT ANY INFORMATION PROVIDED BY ME THAT IS FOUND TO BE FALSE, INCOMPLETE, OR MISREPRESENTED IN ANY RESPECT, WILL BE SUFFICIENT CAUSE TO (i) ELIMINATE ME FROM FURTHER CONTRACT CONSIDERATION, AND/OR (ii) MAY RESULT IN THE IMMEDIATE TERMINATION OF MY SERVICE AGREEMENT WITH JOYCE LOPEZ & ASSOCIATES, LLC., WHENEVER IT IS DISCOVERED.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CONTRACTOR SUBMISSION STATEMENT.

I certify that I read, fully understand, and accept all terms and conditions of the foregoing Contractor Submission Statement.

Signature of Contractor
Date