



VLove LLC

CO | Victoria Kemp

773-449-0003

VKL@VLove.com

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VLOVIE LLC EMPLOYMENT CONTRACT

DISCLAIMER: The sole purpose of this said contract is to establish an employee or independent contractor employment relationship with VLove LLC. Personal and private information is collected within this document; which will be kept private and confidential and securely stored. This information will be used to set up employee profiles and for tax and payment purposes. Please be aware that the information collected will be kept until end of termination and also for 7 years after termination due to federal compliance laws. This information will be used to determine eligibility for hire. VLove LLC DOES NOT discriminate for any reason and DOES NOT hold any bias opinions against any one party; denial of employment is due to a combination of factors that determine ineligibility for hire ONLY.

REQUIREMENTS:
COPY OF ID
REFERENCE CHECK
BACKGROUND CHECK
DRUG TEST
W-9 FORM
APPLICATION
VOIDED CHECK - DIRECT DEPOSIT

TERMS OF EMPLOYMENT

This Employment Contract was made as of _____ [day] of _____ [month] of _____ [year].

Both parties agree to be bound to these terms of employment; any breach of contract is automatic termination.

This contract DOES NOT GUARANTEE EMPLOYMENT unless made into effect on the effective date of hire listed below.

VLove LLC promises to follow all Federal and State Labor Laws and Statutes
VLove LLC promises to follow all OSHA Safety & Health Regulations.

All employees shall agree to follow any and all rules and regulations of VLove LLC, Federal Government, State & City Regulation, and OSHA Safety & Health.

All employees shall agree to follow any and all rules in a safe and professional manner, as to not cause undue hardship to VLove LLC, its' image, or its' clientele.

VLove LLC has the right to terminate employment at anytime.

VLove LLC has a OPEN DOOR POLICY; if you feel you are being treated unjustly, harassed, or other, or feel that the company has not upheld standards please feel free and comfortable to talk to the owner directly about any concerns; even if the concern is about a direct supervisor; VLove treats all employees equally.

Theft, violence, and slander will NOT be tolerated under any circumstance; any such actions will result in immediate termination, criminal charges, and a lawsuit for collection of loss product/inventory, hardship, and court & legal fees.

All employees agree to this arbitration clause; no employee shall seek or file a legal class action suit against VLove LLC for any reason; any legal action must be done in solidarity.

All employees agree to AND abide by the attached NDA; breach of the NDA or any such actions will result in immediate termination, criminal charges, and a lawsuit for collection of loss product/inventory, hardship, and court & legal fees.



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All employees must agree to drug testing including random drug testing. Before the first drug test you will be searched by a security/police officer to ensure there is nothing to alter the test.

All employees are obligated to disclose any and all criminal background and agree to a background check will be issued. Any false or omitted information will be grounds for immediate disqualification of employment. VLove does not discriminate against persons with criminal backgrounds you can still be hired and your background will not be disclosed to employees or consumers but VLove is LEGALLY obligated to LIMIT specific POSITIONS and ACCESS to INFORMATION or INDIVIDUALS depending on the nature of the crime.

VLove LLC location of work is mobile or in office. Further details of each position is discussed in interview.

Probation period: 90/30 Days

AFTER 90 DAYS employee will be audited and reviewed for permanent placement after interview and permanent placement the employee will be placed on a new 30 DAY probation period until officially hired.

Base salary will be state minimum wage unless otherwise negotiated and approved by VLove LLC.

Overtime and Advancement is at the sole discretion of VLove LLC.

Leave Request: NO EXCEPTIONS

Absent request must be made at least 7 DAYS IN ADVANCE of scheduled work day.

If there is an emergency, all sick or emergency leave request must be made at least 7 HOURS IN ADVANCE of scheduled work day. Breach of this clause will result in immediate termination even with a doctors note and possibly a lawsuit for collection of loss product/inventory, hardship, and court & legal fees.

Maternity Leave:

All maternity leave request must be requested 3 MONTHS IN ADVANCE of predicted leave (official 6 month date) unless fatal or special circumstances apply under Doctor restrictions.

Maternity leave is given to BOTH male and females who are expecting a child.

Females requesting maternity leave must be at the 6 MONTH date unless restricted by a doctor for earlier leave.

Males requesting maternity leave for their counterparts must wait until the pregnancy is at its 7 MONTH date.

If you are pregnant and decide to continue to work after the 6 month date, then you do so of your own free will and authority.

VLove LLC is not liable for any complications or distress or significant or fatal changes in the pregnancy if you continue to work.

VLove LLC does have the right to DENY your request to work pass the 6 month date.

VLove LLC DOES NOT currently offer 401k, insurance, holiday pay, paid time off, or any other additional benefits.

Holidays that are recognized by VLove LLC are listed below:

- New Year's Day (January 1).
- Birthday of Martin Luther King, Jr. (Third Monday in January).
- Memorial Day (Last Monday in May).
- Birthday of Malcolm X (May 19)
- Juneteenth National Independence Day (June 19).
- Veterans Day (November 11).
- Thanksgiving Day (Fourth Thursday in November).
- Christmas Eve & Day (December 24 - 25).



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EMPLOYEE DETAILS

Name: _____

Phone: _____ Email: _____

Birth Date: _____ Social Security #: _____

DRIVERS LICENSE #: _____ STATE: _____ EXPIRATION: _____

CITIZENSHIP: USA PERMANENT RESIDENT REGISTERED ALIEN WORK VISA OTHER _____

Address: _____
City: _____
State/Zip: _____

Prior Address: _____
City: _____
State/Zip: _____

EMERGENCY CONTACT:

Name: _____
Phone: _____ Relation: _____

EDUCATION: [Select all that apply]

HIGH SCHOOL DEGREE GED SOME COLLEGE LICENSE/CERTIFICATION COLLEGE + DEGREE[S]: _____

POSITION APPLIED FOR:

Legal Advisor Financial Advisor Marketing Advisor Planning Advisor Administrative Assistant

AVAILABILITY:

What is your desired pay? \$ _____

When can you start? OPEN WITHIN 1-2 WEEKS AFTER 2WKS NOTICE SPECIFIC DATE: _____

COMPENSATION: \$ _____ PER {circle} HOUR DAY WEEK BIWKLY MONTHLY QUARTERLY YEARLY

{Select ALL available days and time}

- | | | | | |
|------------------------------------|----------------------------------|------------------------------------|--------------------------------|------------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Wednesday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Thursday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Friday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Saturday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |
| <input type="checkbox"/> Sunday | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon | <input type="checkbox"/> Night | <input type="checkbox"/> Overnight |



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DIRECT DEPOSIT FORM:

I WOULD LIKE TO RECEIVE PAYMENT IN THE FORM OF A CHECK TO THE ADDRESS BELOW

ADDRESS FOR CHECK:

INITIALS: _____

Acknowledged and signed in agreement with authority to bind within contract, on this _____ day, month of _____, in the year _____.

Signature: _____ Print: _____

OR

DIRECT DEPOSIT WIRE *A VOIDED CHECK WILL BE NEEDED TO SET UP DIRECT DEPOSIT*

NAME(s) ON ACCOUNT: _____

BANK NAME: _____

BANK ADDRESS: _____

BANK PHONE#: _____

ROUTING#: _____

ACCOUNT#: _____

ACCOUNT TYPE: SAVINGS CHECKING

I _____ [PRINT NAME] DO HEREBY CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO MY KNOWLEDGE. I AUTHORIZE VLOVIE LLC TO SET UP ELECTRONIC DIRECT DEPOSIT PAYMENTS USING THE BANK ACCOUNT INFORMATION LISTED ABOVE FOR THE PURPOSE OF DEPOSITING EMPLOYMENT PAYMENTS. THIS AUTHORIZATION WILL REMAIN IN EFFECT UNTIL I PROVIDE WRITTEN NOTIFICATION TO VLOVIE LLC THAT I PLAN TO MODIFY OR CANCEL IT. I UNDERSTAND THAT I MUST INFORM VLOVIE LLC IF THE BANK INFORMATION OR THE AMOUNT DEPOSITED IS INCORRECT.

INITIALS: _____

Acknowledged and signed in agreement with authority to bind within contract, on this _____ day, month of _____, in the year _____.

Signature: _____ Print: _____



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EMPLOYMENT AND CREDENTIALS

NOT CURRENTLY EMPLOYED NO EMPLOYMENT HISTORY

Current Occupation

Employer Name: _____
City/State: _____ Phone: _____
Start Date: _____ End Date: _____
Employee Title: _____
Pay Rate: _____
Reference Name: _____ Phone: _____
Reason for leaving: _____

Employer Name: _____
City/State: _____ Phone: _____
Start Date: _____ End Date: _____
Employee Title: _____
Pay Rate: _____
Reference Name: _____ Phone: _____
Reason for leaving: _____

Personal Reference:

Name: _____
Phone: _____ Relation: _____

QUESTIONNAIRE: [CIRCLE ANSWERS]

Answers to these questions DO NOT constitute automatic rejection but FALSIFIED ANSWERS will auto-disqualify application

1. Have you gone by any other legal names or aliases? If so please list them. YES NO

2. Have you plead guilty to any crimes; been convicted of any felonies/misdemeanors; or have any legal reasons why you CANNOT be hired? If yes please provide a copy of each disposition/expungement and/or a written statement of any and all of entire incident. YES NO
3. Do you have reliable transportation? YES NO
 1. If no, How long will you need to get reliable travel? _____
 2. Can you travel if required? If yes, up to how many miles? YES NO _____
4. Do you have reliable daycare/assistance for your children? YES NO N/A
 1. If no, How long will you need to get reliable daycare? _____
5. Have you previously worked for VLovie LLC? If yes, when? YES NO _____
6. Do you have any friends or relatives that work for VLovie LLC? If yes, who and what position? YES NO

7. Were you referred by anyone? If yes who? YES NO

8. Are you capable of completing necessary tasks and duties of the position requested or hired for? YES NO
9. Are you authorized to work in USA? YES NO
10. Are you a veteran? YES NO
 1. If yes, Where you discharged, or are you still active? N/A ACTIVE HONORABLE DISCHARGE DISCHARGED



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11. Do you have PTSD, bipolar disorder, schizophrenia, or any other mental illness that may affect your personality or work ethic? If yes, please list and give details on how VLovie can help you or work around your disability. VLovie will talk with your Doctor for employment if necessary. **YES** **NO**

12. Do you have any disabilities or illnesses that may interfere with your work duties? If yes, please list and give details on how VLovie can help you or work around your disability. VLovie will talk with your Doctor for employment if necessary. **YES** **NO**

13. Do you have any limitations on hours you can work due to SSI, Retirement, or other? If yes, please explain. **YES** **NO**

14. Does this position correlate with your personal and/or professional goals? **YES** **NO** Please explain why or why not.

****PLEASE LIST ANY SKILLS, LICENSES, CERTIFICATIONS, OR EXPERIENCE THAT VLOVIE SHOULD CONSIDER****





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NON - DISCLOSURE AGREEMENT

As an employee, consumer, or student of VLove LLC you are under contract of this NDA and you are legally bound to any and all components, agreements, and amendments set forth herein;

On _____, _____,

THE PRINCIPAL [The undersigned client(s)], _____ [Name(s)]

for, and in consideration of, the contractual hire of THE AGENT, VLove LLC, as the consumer or student of VLove LLC, or for, and in consideration of, the contractual hire of THE PRINCIPAL, as the employee of VLove LLC, THE PRINCIPAL does hereby agree to this entire Non Disclosure Agreement and The Principal understands that a breach of this agreement will result in legal action against all parties involved.

The Principal understands that this is a legal confidentiality agreement whereas The Principal is the Disclosing Party, as an employee, and that The Agent, VLove LLC is the Receiving Party. The Principal understands that the Agent will be collecting Personal Private Information from The Principal, as well as, conducting a Background and Drug Screen Check on The Principal, for the sole purposes of contractual hire to VLove LLC. VLove LLC is legally obligated to NOT disclose or release any of this information to any outside or third party individuals or entities. VLove LLC agrees to adhere to all Federal and State Disclosure and Confidentiality Laws or risk legal ramifications for security breaches that are not outside of the parameters and scope of VLove LLC.

And, or,

The Principal understands that this is a legal confidentiality agreement whereas The Principal is the Receiving Party, as consumer or student, and The Agent, VLove LLC is the Disclosing Party. The principal understands that the agent will be disclosing information and items relating to business programs, products, applications, systems, components, technologies, topics, and trade secrets in which any and all information, content, and property, including intellectual property discussed is considered highly confidential and proprietary. The Principal understands that ALL data and information shared from VLove is part of VLove LLC trade secrets; This information is patented, copyrighted, and trademarked under VLove LLC.

The Principal agrees NOT to resale any data or information shared; The Principal acknowledges and agrees that ONLY authorized content [authorized by VLove LLC or The Principal involved in content] can be used, sold, distributed, and/or showcased.

The Principal agrees that NO persons affiliated with The Principal shall use cameras or phones or tablets while sensitive data or property is being discussed, displayed, constructed and/or executed. The Principal agrees to take precaution when handling VLove data or property as to not leak or expose any portion of content not intended for the public, or before its intended release; accidentally, or intentionally, including data breaches and unattended content; including but not limited to, oral disclosure, sales, distribution, article reference, or the act of featuring completed services or product or in-progress client execution on the website, on social media outlets, or in the portfolio of The Principal, without written authority and permission from VLove LLC. The Principal understands and agrees that no portion of the project can be released before it is completed and/or before the projected date of release, even if all content is in possession of THE PRINCIPAL; ONLY UPON COMPLETION, WITH APPROVAL FROM VLOVIE LLC, ON THE SAME DAY OF, OR AFTER, THE INTENDED DATE OF RELEASE, can THE PRINCIPAL release content.

THE AGENT reserves any and all rights to orally disclose, sell, distribute, reference, or feature completed or in-progress client work on the website, social media outlets, and portfolio of THE AGENT, without authority or permission, so long as these actions do not cause any undue hardship, misconception of image, or showcase any negative aspects of THE PRINCIPLE & its affiliates.

Acknowledged and signed in agreement, by THE PRINCIPAL, with authority to bind within contract, on this _____ day, month of _____, in the year _____.

Signature: _____ Print: _____



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**PERMISSION & AUTHORIZATION
[INITIAL]**

_____ I certify that any and all information collected is true and complete to my knowledge.

_____ I certify that I understand that I am on a 90 day probation period that will start on the date of my official hire.

_____ I authorize collection of my private data and investigation into all data collected for necessary determination of employment; Including but not limited to a w-9, background check, reference check, and drug test.

_____ I understand that in the event of employment; any findings of false/misleading information will result in immediate termination and possible legal action.

DATE: _____ SIGNATURE: _____

***** — STOP HERE * END OF APPLICATION — *****

FOR EXTERNAL USE ONLY

EMPLOYEE APPLICATION NDA CONTRACT COPY OF ID COPY OF W-9

DRUG TEST DATE: _____ RESULTS: POSITIVE NEGATIVE

RANDOM DROP TEST DATE: _____ RESULTS: POSITIVE NEGATIVE

BACKGROUND CHECK DATE: _____ RESULTS: CLEAR DENIED

INTERVIEW DATE: _____

ORIENTATION DATE: _____ HIRE DATE: _____

POSITION/TITLE: _____

PAY RATE: \$ _____ FULL TIME PART TIME TEMPORARY SEASONAL

90 DAY PROBATION END DATE: _____ 30 DAY PROBATION INTERVIEW DATE: _____

DATE: _____ SIGNATURE: _____ VLOVIE LLC



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TEMP TO HIRE REVIEW CERTIFICATION

**PERMISSION & AUTHORIZATION
[INITIAL]**

_____ I certify that I understand I am being hired on as a permanent employee and that my employee profile information and employee conduct will be reviewed.

_____ I certify that I understand that a new probation period will start from the date of my review interview and hire.

_____ I certify that any and all information collected is true and complete [and/or has been updated] to my knowledge.

_____ I authorize collection of my private data and investigation into all data collected for necessary redetermination of employment; Including but not limited to a w-9, background check, reference check, and drug test.

_____ I understand that in the event of employment; any findings of false/misleading information will result in immediate termination and possible legal action.

DATE: _____ SIGNATURE: _____

FOR EXTERNAL USE ONLY

REVIEW DATE: _____ 30 DAY PROBATION END DATE: _____

DRUG TEST DATE: _____ RESULTS: POSITIVE NEGATIVE

RANDOM DROP TEST DATE: _____ RESULTS: POSITIVE NEGATIVE

POSITION/TITLE: _____

PAY RATE: \$ _____ FULL TIME PART TIME TEMPORARY SEASONAL

DATE: _____ SIGNATURE: _____ VLOVIE LLC

