

# TEMPORARIES NOW

*We place people first*

## Employment Application Addendum 2019

### Health Insurance Portability and Accountability Act of 1996

The Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), a federal law, protects the privacy of health information and establishes standards for the electronic transmission of such information. As an employee of Temporaries Now, Inc., you may be placed in a position where you will have access to information protected by HIPAA.

This information, known as **Protected Health Information**, is information that is created or received by a health plan or a medical care provider and that may relate to the past, present, or future physical or mental condition of an individual. Once placed in one of these positions, we expect that our client will train you on their procedures for the proper uses and transmission of Protected Health Information and of your duties under HIPAA. Remember, failing to comply with the HIPAA regulations can result in civil penalties from \$100 to more than \$50,000 per violation, with a calendar year cap of \$1,500,000. Criminal penalties can go up to \$250,000 in fines with possible imprisonment for up to 10 years.

As an employee of Temporaries Now, Inc., I acknowledge that I may be placed in a position that may expose me to Protected Health Information and require me to comply with HIPAA. I understand, that if I am placed in such a position, it is my responsibility to comply with HIPAA. I further acknowledge that I may be responsible for any HIPAA penalties, fines and other claims based on state law that result from my failure to comply with HIPAA.

### Child Support Questionnaire

This questionnaire is required by Virginia Code § 60.2-114.1, effective July 1, 1993. It applies to individuals who either work in Virginia or reside in Virginia. Please call 1-800-257-9986 if you require any additional information (1-800-552-7096 TDD / For the hearing impaired).

Are you under an income withholding order for child support? Yes  No

### 30 Minute Break Requirement

It is the policy of Temporaries Now, Inc. that if you take any break from work, during the workday, then it must be for at least thirty (30) minutes or longer. Any break taken that is less than thirty (30) minutes is not allowed. Please remember to record your work and break time on a daily basis, as it occurs, instead of guessing it at the end of the week; this will ensure your timesheet is as accurate as possible.

### Authorization for Verification of Academic Credentials

I hereby authorize the release of any and all information to Temporaries Now, Inc. necessary for them to verify my statements made on this form. I hereby release each institution providing such information and Temporaries Now from all liability that may result from furnishing this information.

Highest Level of Schooling: High School or College Name \_\_\_\_\_

The Full Name you used while here \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Dates Attended \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

Degree Received \_\_\_\_\_

I agree to all of the above and so signify by signing below.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Employee Social Security Number - All 9 digits \_\_\_\_\_