



Diadem Enterprises, LLC
57 E Market St.
York, PA 17401
Phone (888) 342-3361 Fax 410-558-6169
www.diadembusiness.com
recruiting@diadembusiness.com

Dear Applicant,

We at Diadem appreciate your interest in joining our team. Enclosed are the materials you need to get started. First complete the Independent Representative Application, Nondisclosure and government forms. You cannot be activated until these forms are completed and returned.

Please **fax your completed paperwork to 410-558-6169** or **scan and email documents to recruiting@diadembusiness.com**.

We look forward to working with you in a very rewarding industry.

Sincerely,

Darryl Elliott

Darryl Elliott, CEO



File Build Requirements

Rep Code: _____

Rep Name: _____

Position: _____

Date of Hire: _____ / _____ / _____

CHECKLIST

_____ Independent Representative Application
(Please also attach a copy of your resume)

_____ Job Description: _____

_____ Nondisclosure Agreement

_____ W-9 Form

_____ I-9 (Employment Eligibility Verification)

_____ *Copy of Drivers License or other form of state ID*

_____ *Copy of SS Card*

File Builder Signature

Date



NON-DISCLOSURE AGREEMENT

As of the _____ day of _____ 20__ Diadem Enterprises, LLC (hereafter referred to as DIADEM) and _____ (hereinafter referred to as SALESPERSON).

1. The above captioned parties acknowledge that during their relationship the SALESPERSON will have access to confidential information consisting of the following categories of information (collectively the "Trade Secrets"):
 - a. Financial information such as DIADEM earnings, assets, debts, prices, pricing structures, volumes of purchases or sales and other financial data.
 - b. Supply and service information, such as goods and services, suppliers name or addresses, terms of supplier service contracts, or of particular transactions, or related information about potential suppliers, bank card transaction processors and related financial institutions, and Visa and MasterCard regulations.
 - c. Marketing information, such as details about ongoing or proposed marketing programs or agreements on or behalf of DIADEM, sales forecast or results of marketing efforts or information about impending transactions.
 - d. Customers information, such as any compilation of past, existing or prospective customers, customer proposals or agreements between customer and DIADEM, status of customer accounts or credit or related information about actual or prospective customers, including but not limited to name and location of such merchants.

2. DIADEM and SALESPERSON consider their relationship one of confidence with respect to the Trade Secrets. Therefore, during and after the relationship between the parties, regardless of the reason for the termination of the relationship the SALESPERSON agrees to:
 - a. Hold all such information in confidence and not discuss, communicate or transmit it to other or make an unauthorized copy of use of such information in any capacity, position or business related to that of DBS;
 - b. Use the Trade Secret only in furtherance of proper DIADEM -related reasons for which such information is disclosed or discovered;
 - c. Take all reasonable actions that DIADEM deems necessary or appropriate to prevent the unauthorized use of disclosure of or to protect DIADEM's interest in the Trade Secrets; and
 - d. Except on behalf of DIADEM, the SALESPERSON agrees that for a period of twenty-four (24) months after the termination of the relationship between DIADEM and the SALESPERSON, that the SALESPERSON

DIADEM

refrain from dealing with, soliciting the business of, or otherwise conducting business (whether on behalf of SALESPERSON, or any other person or entity for whom the SALESPERSON is performing services after the termination of this agreement) of the type similar to that of DBS with any other customer, supplier, or bank card transaction processor of DIADEM at the time of such termination.

3. DIADEM reserves the right to hold any residual payments for unpaid services. Disputes will be solved in mediation.
4. SALESPERSON acknowledges that any violation of this agreement will cause DIADEM immediate irreparable harm and that the damage DIADEM will suffer may be difficult or impossible to measure. Therefore, upon actual or impending violation of this agreement, DIADEM shall be entitled to the issuance of a restraining order, preliminary and permanent injunction, without bond, restraining or enjoining such violation SALESPERSON or any entity or person acting in concert with the SALESPERSON. Such remedy shall be additional to and not in limitation of any other remedy that may otherwise be available to DIADEM.

GUARANTOR: *(please print the following in black ink)*

Name: _____
First Middle Initial Last

Address: _____
Address City State Zip

Home Phone: (____) _____ - _____ Mobile Phone: (____) _____ - _____

Email: _____ Email: _____

Signature: _____ Date: _____



JOB APPLICATION
An Equal Opportunity Employer

Personal Information: (please print)

Name: _____
Last First M. I.

Social Security Number: _____ Date of Birth: _____ Sex: M/ F

Home Address: _____ Apt. _____

City: _____ State: _____ Zip: _____

How many years at this address? _____ years _____ months

Telephone Number: _____ Email: _____

Federal Tax ID Number: _____

Are you eligible to work in the United States? _____ yes _____ no
(Proof of eligibility will be required before you can be hired)

Have you ever applied for a position with Diadem before? _____ yes _____ no

If yes, at what location? _____ When? _____

Are you presently on layoff or leave of absence for, any other company? _____ yes _____ no

Have you ever been convicted of a felony? _____
(Conviction will not necessarily disqualify you from employment)

If yes, please explain: _____

Education History:

High School Name: _____ Circle No. of years Completed? 1 2 3 4
City & State _____ Did you graduate? _____ yes _____ no



Technical/Vo-Tech/College or University Attended: _____

From	To	Date Degree Received/ Expected	Average Grade	Courses Major/ Field

Diadem Enterprises, LLC will not discriminate against any employer or applicant for employment because of age (as defined by applicable law), religion, sex, race, color, national origin, or because they are handicapped, a disabled veteran or a war era veteran. Answers to application questions will be utilized for applicable job related information only.

Employment History:

Please give us past employment records as completely as possible, starting with your latest employer, including military service.

Date From	Date To	Salary/ Monthly Earning	Nature of Work/ Title	Hours Per Week

Employer name _____ Telephone No. _____
 Address _____
 Name of Immediate Supervisor _____
 Reason for Leaving _____

Date From	Date To	Salary/ Monthly Earning	Nature of Work/ Title	Hours Per Week

Employer name _____ Telephone No. _____
 Address _____
 Name of Immediate Supervisor _____
 Reason for Leaving _____

Date From	Date To	Salary/ Monthly Earning	Nature of Work/ Title	Hours Per Week

Employer name _____ Telephone No. _____
 Address _____
 Name of Immediate Supervisor _____
 Reason for Leaving _____

Date From	Date To	Salary/ Monthly Earning	Nature of Work/ Title	Hours Per Week

Employer name _____ Telephone No. _____
 Address _____
 Name of Immediate Supervisor _____
 Reason for Leaving _____



References:

List at least two responsible adults who have knowledge of your work ethic, experience, and ability. Do not include relatives, former or present employers, or fellow employees.

Name: _____ Occupation: _____
Address: _____ Telephone No. _____

Name: _____ Occupation: _____
Address: _____ Telephone No. _____

Work Preference:

Answer only the questions that apply to you and the position for which you are applying.

What type of position are you applying for? _____

What type of employment do you prefer? ___ Full Time ___ Part Time ___ Summer

Are you willing to travel? _____ Yes _____ No

What Percentage of time: _____ %

Are you willing to relocate? _____ Yes _____ No

What is your minimum annual salary requirement? _____

What is your computer knowledge and experience? Please list the software that you have used and are familiar with, your level of capability (beginning, intermediate, etc.) and the system(s) you've used (IBM, Macintosh, etc.)

As an applicant to be an independent marketing agent of Diadem Enterprises, LLC, I understand the following:

This application will remain on active file for 60 days, if I am hired within this period, this form will be transferred to my individual personnel file.

If I am not hired within 60 days, this application is no longer active and I will need to reapply to be an independent marketing agent of Diadem Enterprises, LLC

Any misrepresentation or falsification or significant omissions will be cause for rejection of my application or for subsequent discipline up to and including termination of contract if discovered at a later date.

If my application for contract is accepted, the effective date of my contract shall be the time I actually begin to work. If I am contracted, I agree to comply with and be bound by the safety and health rules and regulations, and rules of conduct of the Company.



My contract is not guaranteed for any term, and my contract may be terminated by the Company or myself at any time and for any reason. No management official is authorized to make any oral assurance or promise of continued services rendered.

All information (including information on any accompanying resume) is subject to verification.

I authorize and consent to my current and prior employers, educational institutions, and persons or organizations named in this application (or accompanying resume) to release any information to Diadem that may be required to make a decision of hire.

Signature: _____

Date: _____

Authorization for release of personal data

I, the undersigned, hereby authorize and request any present or former employer, educational institution, or other persons having personal knowledge about me to furnish Diadem Enterprises, LLC, and/or it's agents, with any and all information in their possession regarding me, in connection with an application for or retention of contract. Further, I hereby release from liability and hold harmless all persons and corporations supplying this information to Diadem Enterprises, LLC and/or its agents. A photocopy of this authorization is as effective as the original.

Signature: _____

Date: _____