

**MAINE**  
**EMPLOYMENT HIRING PROCESS**  
**PACKAGE**

Control Number: ME-P025-PKG



U.S. Legal Forms™ thanks you for your purchase of an Employment Hiring Process Package. This package is a useful and necessary tool for promoting employee retention and fair hiring practices. It contains key legal documents that are vital for you to maintain on file and distribute to potential and new employees.

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### **I. FORM LIST**

With your Employment Hiring Process Package, you will find the forms that will help you ensure a stable and productive organization. The forms included help ensure fair hiring practices, compliance with important federal laws, and protect the company against costly hiring mistakes.

Included in your package are the following forms:

1. Employment Application
2. Consent to Drug Testing
3. HIPAA Notice of Privacy Practices
4. Model Statement of ERISA rights
5. Employee Time Sheet
6. Direct Deposit Authorization
7. Employment Agreement
8. Confidentiality Agreement
9. Employee Non-compete Agreement
10. Employee Nondisclosure Agreement
11. Criminal History Check Consent Form

### **II. DESCRIPTIONS OF FORMS**

Brief descriptions of the forms contained in your U.S. Legal Forms™ Employment Hiring Process Package are found below.

Employment Application - This form is an employment application. The form provides that applications are considered without regard to race, color, religion, sex, national origin, non-job related mental condition or handicap, or veteran or marital status. Criminal and bankruptcy history information is also requested.

Consent to Drug Testing - This form explains the drug testing policies of a particular company and includes a consent form. The form explains that any applicant who tests positive for illegal use of drugs, refuses to submit to a drug test, or who interferes with the test will not be hired.

HIPAA Notice of Privacy Practices - This notice describes how medical information about an individual may be used and disclosed. It also summarizes the employee's right of access to this information.

Model Statement of ERISA Rights - This form explains to the employee that they have certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA).

Employee Time Sheet - This form allows employers of all sizes to document employees' time worked, including areas that may be used as needed to specify the project, actual work performed, and rate billed.

Direct Deposit Authorization - This form is used to obtain an employee's consent and necessary information to allow the entire amount of or a specified dollar amount to be deducted from an employee's paycheck and directly deposited in the specified employee bank account. This form may also be used to cancel a previous direct deposit or paycheck deduction authorization.

Employment Agreement - This form is an employment agreement setting salary, duties, grounds for termination, confidentiality and non-compete and no solicitation provisions after termination.

Confidentiality Agreement - This form defines relevant terms and provides for the confidentiality of confidential and proprietary information, including all data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, financial information, and other information made available to the employee.

Employee Non-Compete Agreement - This form provides that the employee shall not directly or indirectly, own, operate, manage, consult with, control, participate in the management or control of, be employed by, maintain or continue any interest whatsoever in any enterprise competitive with the company. It may be customized to describe your own company. It also includes clauses covering rights to inventions and confidential information.

Employee Nondisclosure Agreement - This form defines trade secrets and provides that the employee shall not disclose or divulge to others, including future employees, any trade secrets, confidential information, or any other proprietary data of the company in violation of this agreement.

Consent to Criminal Background Check - This form is a consent by an applicant allowing the employer to obtain information pertaining to any charges and/or convictions the applicant may

have had for violation of municipal, county, state or federal laws. Guilty pleas, nolo contendere pleas, and juvenile charges are covered. The applicant further attests to the truthfulness of the information provided in the employment application.

If you need additional information, please visit [www.uslegalforms.com](http://www.uslegalforms.com) and look up forms by subject matter. You may also wish to visit our legal definitions page at <http://definitions.uslegal.com/>

### **III. TIPS ON COMPLETING THE FORMS**

The form(s) in this packet may contain "form fields" created using Microsoft Word or Adobe Acrobat (".pdf" format). "Form fields" facilitate completion of the forms using your computer. They do not limit your ability to print the form "in blank" and complete with a typewriter or by hand.

It is also helpful to be able to see the location of the form fields. Go to the View menu, click on Toolbars, and then select Forms. This will open the Forms toolbar. Look for the button on the Forms toolbar that resembles a shaded letter "a". Click this button and the form fields will be visible.

By clicking on the appropriate form field, you will be able to enter the needed information. In some instances, the form field and the line will disappear after information is entered. In other cases, it will not. The form was created to function in this manner.

### **IV. DISCLAIMER**

These materials were developed by U.S. Legal Forms, Inc. based upon statutes and forms for the subject state. All information and Forms are subject to this Disclaimer:

**All forms in this package are provided without any warranty, express or implied, as to their legal effect and completeness. Please use at your own risk. If you have a serious legal problem, we suggest that you consult an attorney in your state. U.S. Legal Forms, Inc. does not provide legal advice. The products offered by U.S. Legal Forms (USLF) are not a substitute for the advice of an attorney.**

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