

## Assignment Begin Checklist

**Spain**  
Confidential

SmartLabor Request Number:	
AC Name:	Assigned HP Worksite:
Supplier:	Building Assigned:
Supplier Contact (name, email, phone#):	Assignment Start Date:
HP Engagement Manager (name, email):	

Mandatory Conditions of Assignment Verification (provide completion dates for each requirement listed below)		Safety Training/Skill Verifications Received (please list all requested/mandatory trainings and skill verifications, check for completion and add date completed)	
Background Check Completed (if applicable)	__/__/__	_____	__/__/__
Non-Disclosure Agreement/CDA signed	__/__/__	_____	__/__/__
AC Orientation completed	__/__/__	_____	__/__/__
Restricted Party List (RPL) checked	__/__/__	_____	__/__/__
CW Code of conduct training	__/__/__	_____	__/__/__
Has contractor been an HP employee within the past 12 months	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	_____	__/__/__
Has contractor been an HP employee and terminated their employment via the Enhanced Early Retirement (EER) program within the past 24 months?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	_____	__/__/__
If yes, please provide the following:  Last day of HP employment: mm/dd/yy Former HP Manager's name: _____		_____	__/__/__
Has the contractor previously worked at HP as a contractor?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	_____	__/__/__
If yes, please provide the following:  First work day of last assignment at HP: mm/dd/yy Last work day of last assignment at HP: mm/dd/yy HP Engagement Manager Name: _____ Reason for assignment ending: _____ _____		_____	__/__/__
Is contractor eligible to work in this country	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	_____	__/__/__
Documentation that must be supplied		_____	__/__/__
National ID Card/Passport	Yes: <input type="checkbox"/>	_____	__/__/__
Visa (if required) Expiry Date of Visa __/__/__	Yes: <input type="checkbox"/>	_____	__/__/__
Extension of contract given	Yes: <input type="checkbox"/>	_____	__/__/__
Date of completions of contract __/__/__		_____	__/__/__
Expiry date on Visa rechecked to ensure	Yes: <input type="checkbox"/>	_____	__/__/__

\*Reference for RPL Checklist website:  
<http://apps.export.gov/csl-search#/csl-search>  
<http://eur-lex.europa.eu/homepage.html>

<p>See Footnote Is contractor a citizen of Restricted Country listed in country groups D1, E1, or E2 in <a href="#">Supplement 1 part 740</a> of the US Export Administration Regulations? (Yes/No) If YES, please provide contractor's country of citizenship or permanent residence. _____</p> <p>If YES – HP Labor Desk notifies Engagement manager that AC is subject to VTH process and must complete the Restricted National Hire form</p> <p>Note: HP requires this information to obtain any government export authorizations that are required to transfer job-related technical data to the contractor. A refusal to provide this information may impact HP's ability to obtain any necessary government export authorizations.</p>	<p><b>Yes:</b> <input type="checkbox"/> <b>No:</b> <input type="checkbox"/></p> <p>____/____/____</p>	

**Assignment End Agreement**

Revised May 2017

- Contractor will return all issued HP Badge/Credentials as well as HP Equipment (i.e. Laptop; Active Key; Router/Hub; etc.) within 5 working days after Assignment End Date. After this period, the Supplier will be responsible to assure the return of HP Properties as well as the liability for replacement costs and/or agreed contractual penalties.
- Contractor/Supplier Representative will be afforded 72 hours (3 Business days) after assignment End Date to collect personal belongings left at the HP workplace. After this period, HP will not be responsible for any such items or liable for associated replacement value.

**Assignment Begin Checklist Signage**

I,       (HP Approved Supplier Rep. name)      , the Supplier Representative of       (HP Approved Supplier name)      , hereby verify that the above required Assignment Conditions have been completed prior to the start of       (AC name)      , an employee of       (HP Approved Supplier name or Subcontractor Supplier Name)      , as an Agency Contractor with assignment at Hewlett Packard.

HP Approved Supplier Representative: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Agency Contractor: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**To be completed by Subcontractor Supplier, if applicable**

I,       (HP Subcontractor Supplier Rep. name)      , the Supplier Representative of       (Subcontractor Supplier name)      , hereby verify that the above required Assignment Conditions have been completed prior to the start of       (AC name)      , an employee of       (Subcontractor Supplier name)      , as an Agency Contractor with assignment at Hewlett Packard.

Subcontractor Supplier Representative: \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Footnote: 21 May 2013 per Monica Gonzalez, Legal Counsel, Hewlett Packard Española, S.L., the embargoed/sanctioned country question cannot be asked of candidates in Spain. The question is discriminatory under Spanish law.

**Please upload completed document to the relevant SmartLabor order.**