



## **Non-Liability and Confidentiality Statement**

Welcome to the Centreville Labor Resource Center (CLRC). The CLRC is operated on a non-profit basis by the Centreville Immigration Forum (CIF). Thank you for using the CLRC. By hiring an employee/contractor at the Center, you acknowledge and agree to the following:

### **Confidentiality**

CIF and CLRC commit to keeping any and all information you provide us confidential, subject to two exceptions. First, we may be required to provide your information pursuant to subpoena or other judicial or administrative process. Second, we may provide your information to an employee/contractor that you hire to allow that employee/contractor to attempt to contact you in the event of a dispute to services rendered or payment provided.

### **Non-Discrimination**

CLRC is a non-discriminatory organization which provides resources accessible to all residents of Fairfax County. By hiring an employee/contractor at the Center you agree to not discriminate on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief.

### **Your Responsibility to Comply with All Applicable Laws**

CLRC is not the employer of CLRC employee/contractors. If you choose to hire an employee/contractor at CLRC, federal and state laws govern whether that person is an employee or independent contractor. Federal and state laws also govern an employer's responsibility for determining work status and other conditions of employment. Thus it is your responsibility to comply with all applicable laws. CLRC and CIF are not responsible for determining work status or otherwise ensuring that your hiring of an employee/contractor complies with applicable law. Information on these requirements, including process, forms and exceptions to this requirement may be found at [www.uscis.gov](http://www.uscis.gov) or [www.dol.gov](http://www.dol.gov).

### **Acknowledgment of Non-Liability of CLRC and CIF**

You acknowledge and agree that:

1. CLRC and CIF are not liable for the terms and conditions under which you hire any employee/contractor at the site. CLRC and CIF are merely operating a safe place for hiring entities and employee/contractors to meet, and CLRC and CIF are not responsible for the actual contracting or employment arrangements.
2. CLRC and CIF attempt to match up employee/contractors and hiring entities based on the skill sets hiring entities request and the employee/contractors describe. However, CLRC and CIF do not warrant that the employee/contractor you hire is qualified for the job. CLRC and CIF are not liable for any failure by the employee/contractor to satisfactorily complete the job.
3. CLRC and CIF are not liable for any claims the employee/contractor may bring against you. This includes, but is not limited to, claims for personal injury or death. You agree to indemnify CLRC and CIF for any such claims brought against CLRC or CIF.
4. You are not required to hire any employee/contractor from the CLRC.

If you have any questions about the above conditions and limitations of liability, we suggest that you seek the advice of an attorney.

**I agree to the above conditions and limitations of liability:**

\_\_\_\_\_  
*Hiring Entity's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name)*

\_\_\_\_\_  
*Business Name (if applicable)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City*

\_\_\_\_\_  
*State*

\_\_\_\_\_  
*Zip code*

\_\_\_\_\_  
*Home phone*

\_\_\_\_\_  
*Cell phone*

\_\_\_\_\_  
*Email*

### **How did you hear about us?**

☐ Newspaper (Fairfax County Times, CentreView, Washington Post)

☐ Flyer/Brochure

☐ Signs

☐ News

☐ Online/Website

☐ Referral

☐ Other: \_\_\_\_\_