



**Confidentiality, Non-Disclosure, Non-Solicitation and Non-Competition Agreement**

This Confidentiality, Non-Disclosure, Non-Solicitation and Non-Competition Agreement is effective this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by and between Futura Language Professionals, LLC and \_\_\_\_\_, the Employee. It is the complete understanding of the Employee named within this agreement that the ideas and functions of Futura Language Professionals ("The Company") are the sole property of the Company.

Whereas, Employee acknowledges that Futura is engaged in an extremely competitive business and it expends substantial monies and other resources to develop customer relationships, as well as expends significant effort to develop and protect its Proprietary and confidential information including Spanish programming and curriculum methodology and materials and proprietary training and other documents related to the Company.

Under no circumstances may the Employee replicate the services of Futura Language Professionals to either create a new and or competing organization or sell or promote these ideas to an existing or new company or organization, including self-employment. This includes any businesses that provide Spanish enrichment programming, Spanish immersion programming, Spanish integrated programming or Spanish experiential learning including creating or marketing Spanish materials or curriculum.

The Futura Language Professionals' curriculum and materials the Employee is provided (including all documents shared on the Futura Language Professionals' intranet and all materials given at the Company's training sessions) may at no time be reproduced, sold, shared or used in a non-Futura classroom or business. The Employee recognizes that the materials and procedures developed during the employment with the said Company are part of the job function and will remain the property of Futura Language Professionals throughout the duration of employment and upon termination.

The Employee understands that he or she may not work directly as a Spanish instructor for any of Futura Language Professional's partners including its Schools, Community Educations or Recreation Departments. The Employee also acknowledges that working for or alongside Futura's direct competitors is strictly prohibited. This includes private tutoring of Futura students and families. Any exceptions require written permission of the Futura Language Professional's President.

The Employee cannot disclose proprietary information or processes to any persons or organizations outside of Futura Language Professionals. This agreement does not prevent the Employee from teaching Spanish in any school districts not previously contracted by Futura Language Professionals or prohibit the Employee from seeking job opportunities to maintain a livelihood with consideration to not violate the terms of this agreement.

Remedies for Breach: Because of the unique nature of Futura's Proprietary Information and/or Confidential Information, Employee understands and agrees that Futura will suffer irreparable harm in the event the Employee breaches any of his/her obligations of confidentiality under this Agreement and the Company will seek equitable relief against the Employee including reasonable monetary damages as upheld by the law.

This agreement is valid for twenty-four months from signed date noted below in any location within any county in which Futura does business, including the states of Wisconsin and Minnesota.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



**RELEASE OF INFORMATION FORM  
FUTURA LANGUAGE PROFESSIONALS**

Due to the tremendous responsibility that Futura Language Professionals has to the children in our communities, it is necessary for us to gather the following information from all applicants. Though your responses may not prohibit employment, failure to complete this form accurately may result in termination of your employment with Futura Language Professionals. Applicants must report any changes in information subsequent to the completion of this form.

- Full Name: \_\_\_\_\_
  - Any former names: \_\_\_\_\_
  - Date and reason for the name change: \_\_\_\_\_
- Have you lived out of state?    YES    NO (Circle one)
  - Where? \_\_\_\_\_ When? \_\_\_\_\_
- Have you been dismissed or asked to resign from any position    YES    NO (Circle one)
  - If yes, please explain fully: \_\_\_\_\_
- Are you legally authorized to work in the United States?    YES    NO (Circle one)
- Have you ever been found guilty of a crime or pleaded guilty or no contest to a crime?    YES    NO (Circle one)
  - If yes, please explain (and include the state where the crime took place)  
\_\_\_\_\_
- Do you presently have any pending law violations?    YES    NO (Circle one)
  - If yes, please explain (and include the state where the crime took place)  
\_\_\_\_\_

**Signed Agreement to Criminal Background Investigation**

I, \_\_\_\_\_, understand that by signing this document, I will be subject to a statewide or national criminal background check. If I have been convicted of any federal offenses or crimes involving children, I understand that my employment with Futura Language Professionals will immediately be terminated.

Full Name \_\_\_\_\_ Signature \_\_\_\_\_

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_