



# APPLICATION FOR EMPLOYMENT

## PRE-EMPLOYMENT DRUG SCREENING & CRIMINAL BACKGROUND CHECK REQUIRED

PLEASE PROVIDE A VALID PHOTO I.D. CARD UPON COMPLETION OF THIS APPLICATION

JOB APPLYING FOR: Superintendent / Carpenter / Helper  
(circle one)

Date \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1 (\_\_\_\_) \_\_\_\_\_ Phone #2 (\_\_\_\_) \_\_\_\_\_

Highest Level of Education Completed (circle one) 9th / 10th / 11th / 12th / other \_\_\_\_\_

### LIST YOUR LAST THREE PLACES OF EMPLOYMENT:

1. _____	(____)
Company Name	Main Phone
_____	_____
Dates Employed	Position Held
_____	_____
	Pay Rate
2. _____	(____)
Company Name	Main Phone
_____	_____
Dates Employed	Position Held
_____	_____
	Pay Rate
3. _____	(____)
Company Name	Main Phone
_____	_____
Dates Employed	Position Held
_____	_____
	Pay Rate

### LIST TWO OCCUPATIONAL REFERENCES:

A. Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

B. Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

### LIST ONE PERSONAL REFERENCE (OPTIONAL):

C. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

# GENERAL QUESTIONNAIRE

## PRE-EMPLOYMENT DRUG SCREENING & CRIMINAL BACKGROUND CHECK REQUIRED

- ◆ If under 18 years of age, can you provide proof of eligibility to work? *(circle one)* Yes / No
- ◆ Have you ever applied to us before? *(circle one)* Yes / No If yes, when? \_\_\_\_\_
- ◆ Do you have a valid driver's license? *(circle one)* Yes / No
- ◆ Are you willing to sign a DMV Information Request Form that will enable us to validate your driving record? *(circle one)* Yes / No
- ◆ Do you have transportation or can you secure same to the work site? *(circle one)* Yes / No
- ◆ Is there an income withholding order for child support against you? *(circle one)* Yes / No
- ◆ Have you ever been convicted of a crime (other than a traffic violation)? *(circle one)* Yes / No  
Conviction will not necessarily disqualify you from employment. If yes, explain:  
\_\_\_\_\_

- ◆ Are you a citizen of the United States? *(circle one)* Yes / No
- ◆ If no, does your immigration status permit you to work? *(circle one)* Yes / No

Proof must be provided: Visa, green card, Social Security card, and driver's license.

I CERTIFY THAT ALL OF THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILLFUL MISSTATEMENT OF FACTS HEREIN IS GROUNDS FOR DISMISSAL FROM EMPLOYEMENT WITH C.L. LEWIS & CO., INC.

Signed: \_\_\_\_\_

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

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### FOR OFFICE USE

Drug Test Appt. Date/Time: \_\_\_\_\_

Drug Test Results            NEG \_\_\_\_    POS \_\_\_\_

**This application will be retained for at least one year as required by federal antidiscrimination statutes.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

## BACKGROUND REPORT RELEASE FORM PLEASE READ CAREFULLY

This is to notify you that in connection with your application for employment or temporary assignment we may produce a consumer report. Please be advised that we may also obtain an investigative consumer report including information as to your character, general reputation, personal characteristics and mode of living as part of the process. In the event that information gained from these reports is utilized, either in whole or in part, in making an adverse decision we will provide you with a copy of the consumer report and a description of your summary of rights under the Fair Credit Reporting Act (FCRA) before making an adverse action.

This information may be obtained by contacting your present and previous employers or references supplied by you. The report may cover information including, but not limited to, credit reports, criminal history reports, and any public records i.e. driving records, education and licensing verifications, personal reference verifications, federal and state blocked party information, medical professional sanctions and Social Security number verification.

Please be advised that you have the right to request a copy of the consumer report in a reasonable amount of time (60 days). We will make a complete and accurate disclosure of the nature and scope of the information requested.

By signing below, I am authorizing **C.L. LEWIS & COMPANY, INC.** to prepare a consumer or investigative consumer report on me as part of the screening process for employment or temporary assignment. During the period in which I retain employment or assignment, I further authorize **C.L. LEWIS & COMPANY, INC.** to obtain additional consumer reports or investigative consumer reports on me to evaluate my reliability for purposes of determining continued access authorization. I also acknowledge that **C.L. LEWIS & COMPANY, INC.** has provided me with a copy of my summary of rights under the fair credit-reporting act (FCRA) if needed.

I additionally authorize all entities having information about me including present and former employers, criminal justice agencies, department of motor vehicles, schools, and credit reporting agencies to release such information to the below indicated party or **C.L. LEWIS & COMPANY, INC.** and to Partnership Screening as the investigative consumer reporting agency, or to any firm retained to conduct such investigations, with all to be treated as the end user of such information without exception.

Type Name of Requester **C.L. LEWIS & COMPANY, INC.**

This release and authorization shall remain valid and in effect during the term of your employment. We reserve the right to run additional consumer reports and/or investigative consumer reports on an as needed basis.

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Subject/Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Previous Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

All Aliases/Maiden Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

Drivers License Number: \_\_\_\_\_ State Issued: \_\_\_\_\_

*The information on this form will be used solely for the purpose of identifying or eliminating possible records revealed during the background screening process and will not be used in any way in making an employment or assignment decision.*