

# Onsite Construction & Restoration

## Application for Employment

Pre-Employment Questionnaire | An Equal Opportunity Employer

### Personal Information

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Present Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Are you legally authorized to work in the U.S.? Yes  No

Have you been convicted of a felony or misdemeanor? \*\* Yes  No

Describe: \_\_\_\_\_  
 \_\_\_\_\_

\*\*You will not be denied employment solely because of a convicted record unless the offense is related to the job for which you have applied.

### Employment Desired

Position \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary Desired \_\_\_\_\_

Are you employed now? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

### General

Subject of special study or research work \_\_\_\_\_

U.S. Military or Naval Service \_\_\_\_\_ Rank \_\_\_\_\_

Present membership in National Guard or Reserves \_\_\_\_\_

Education	Name & Location of School	Number of years attended	Did you graduate?	Subject Studied
High School				
Trade School				
College				

**Former Employers** (List below last three employers, starting with most recent one first)

<b>MM/DD/YY (From Date – To Date)</b>	<b>Name &amp; Address of Employer</b>	<b>Salary</b>	<b>Position</b>	<b>Reason for leaving</b>

**Professional References**

(Give the names of three persons not related to you, whom you have know for at least 1 year)

<b>Name</b>	<b>Phone Number</b>	<b>Business</b>	<b>Years acquainted</b>

I certify that the facts contained in this Application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this Application shall be grounds for dismissal. I authorize investigation of all statements contained herein and the References listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise and release all parties from all liability for any damage that may result from furnishing same to you. I understand and agree that, if hired, my employment is for no definite period and may, regardless of date of payment of my wages and salary be terminated at any time without prior notice.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**PLEASE READ CAREFULLY**

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

**Applicant Authorization and Consent for Release of Information**

We truly welcome your application with Onsite Construction and Restoration, and we are proud that our success is the result of the quality and caliber of our employees. In pursuit of that excellence, we require as a condition of employment and/or continued employment that all applicants consent to and authorize a Pre-Employment Verification of the background information submitted on the application or resume. I, the undersigned applicant, do hereby certify that the information provided by me for the purpose of the attached employment application is true and complete to the best of my knowledge. I understand that any false statement provided by me will be considered as cause for possible dismissal. All results of the research into my background will be proprietary and kept confidential. The information obtained will not be provided to any parties that are not part of the hiring decision. This Authorization and Consent for Release acknowledges that Onsite Construction and Restoration may now conduct a verification and/or screening of my Previous Employment, Education, Driving Record, References, Tenancy, and any Criminal History Record information pertaining to me that may be in the files of any Federal, State or Local Criminal Justice Agency in any state, territory, possession, or jurisdictional area of the United States of America, or other nations or countries. I acknowledge by my signature below that employment with Onsite Construction and Restoration is contingent upon satisfactory background verification. I have read and understand this release and consent, and I authorize the background search. I authorize persons, current and former employers, and other organizations and agencies to provide all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is valid as the original. I do hereby agree to forever release and discharge Onsite Construction and Restoration, their agents and their associates, to the full extent permitted by law from any claims, damages, losses, liabilities, costs, and expenses, or any charge or complaint filed with any agency arising from the retrieving and reporting of this information. According to the Federal Fair Credit Reporting Act, I am entitled to know if my employment application was denied based on information obtained by prospective employer, and to receive, upon written request, a disclosure of the public record information and of the nature and scope of background screen report.

Applicant's Name: \_\_\_\_\_

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

Driver's License Number and State: \_\_\_\_\_

Phone Number with area Code \_\_\_\_\_

\_\_\_\_\_  
Signature (Must be signed by applicant)

\_\_\_\_\_  
Date