



Pre-Employment Application

Our company is an equal opportunity employer and will consider all applicants for all positions equally without regard to their race, sex, age, color, religion, national origin, veteran status or any disability.

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner as no action can be taken on this application until all questions have been answered. I also understand that I may be required to complete additional testing to fulfill the application process. The company requests three (3) days advance notice for any accommodations necessary to complete the application process. The company will make every reasonable effort to provide an effective accommodation, if feasible.

Name: _____ Date: ____/____/____

Present Address: _____ City: _____ State: _____ Zip: _____

Social Security #: _____ Home Phone: _____

Are you over 21? yes no

Are you employment authorized to work in the U.S. for any employer? yes no

Have you ever been convicted of, plead guilty to, or served probation for any crime (excluding minor traffic violations) including DWI? yes no

If yes, state the offense, location, date and disposition: _____

NOTE: A conviction will not necessarily disqualify you from employment.

Do you have any obligations or other reasons, which would limit your ability to travel or work overtime?

yes no If yes, please explain: _____

Would you be willing to relocate? yes no

Driver's License #: _____ State: _____ Type: _____

EMPLOYMENT DESIRED:

Are you seeking: full-time part-time temporary or summer employment

Position applying for: _____ Salary desired: _____

Do you have any friends/relatives working for our company? yes no

Name of employee: _____

Have you ever applied/worked for our company before? yes no

If yes, please state when and where you applied and/or worked: _____

How did you learn of our company and/or position? _____

Are you now or do you expect to be engaged in any other business or employment?

yes no

Are there any days or hours you would be unable or unwilling to work? yes no

If yes, please specify those days or hours you would be unable or unwilling to work: _____

Are there any reasons why you would be unable to perform the tasks involved in the position you are applying for? yes no

If yes, please state reasons: _____

EDUCATION:

Name, Address and Location	Courses Studied
High School	
College	
Trade School	

Use this space below to describe why you are interested in working for our company. List those skills and abilities that you feel particularly qualify you for a position with us. If you need more space, please continue on a separate sheet.

WORK HISTORY:

List names of employers in order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. Although a resume may be attached, this section must be completed.

PLEASE LIST MONTH AND YEAR

List Last Job First	Company Name and Address	Nature of Business	Pay	Position and Duties	Reason for Leaving	Supervisor and Phone #
From			\$			Name
To			\$			Phone
From			\$			Name
To			\$			Phone
From			\$			Name
To			\$			Phone
From			\$			Name
To			\$			Phone
From			\$			Name
To			\$			Phone

List three references, not relatives or former employers.

NAME	ADDRESS	PHONE

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever. I understand that if I am employed, any false, and misleading, or otherwise incorrect statements made on this application form or during any interviews may be grounds for my immediate discharge.

I hereby authorize Offsite HR to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against those individuals for defamation, invasion of privacy or any other reason because of their statements.

I agree that, if I am employed, I will abide by all the rules and regulations of the company. I understand that the taking of drugs and alcohol tests, when given pursuant to company policy, are a condition of continued employment and refusal to take such tests when asked will be grounds for my immediate termination. I further understand that nobody at Offsite HR, is authorized to enter into any written or verbal employment contracts with me for any definite period of time without the express written consent of the Managing Member of Offsite HR. I also understand that my employment is "at-will" and may be terminated by myself or by the company at any time for any reason or no reason at all, with or without prior notice.

Signature _____ Date ____ / ____ / ____

Division _____

Department _____

RELEASE AND AUTHORIZATION

I _____ in connection with my application for employment at Offsite HR, hereby authorize Offsite HR (“Company”) and ScreeningOne, Inc. to perform a pre-employment background screening check (including future screenings for retention, reassignment or promotion, if applicable, and unless revoked by Applicant in writing). I understand and agree to the following:

1. A background check is not only for the benefit of Company as a sound business practice, but also for the benefit of all employees. It is no reflection on an applicant. I have read, understand and signed the separate Disclosure concerning my rights.
2. All reports are confidential, and provided to Company for employment decisions only. Consumer credit information including credit reports are obtained in strict compliance with the Fair Credit Reporting Act, the Americans with Disabilities Act (ADA), anti-discrimination and privacy laws and all other applicable federal and state laws.
3. I may review or obtain a copy of my report as provided by law. Screening One may be contacted by writing to: Screening One, Inc., 2233 W. 190th Street, Torrance, CA 90504.
4. I authorize and release people, companies, references, current and former employers, schools, credit bureaus, municipal, county, state and federal agencies and courts, and agencies that provide motor vehicle records, to provide all information that is requested to Company or Screening One.
5. I further release all of the above, including Company and Screening One, to the full extent permitted by law, from any liability or claims arising from retrieving and reporting information concerning me.
6. I agree that a copy or fax of this document shall be as valid as the original.
7. I understand that employment may be contingent upon receipt of a satisfactory background screen.

Your signature _____ Date _____

COURTS AND OTHER ENTITIES REQUIRE THE FOLLOWING INFORMATION FOR IDENTIFICATION WHEN CHECKING PUBLIC RECORDS. IT IS CONFIDENTIAL AND IS USED FOR IDENTIFICATION ONLY. YEAR OF BIRTH ENSURES ACCURACY AND AVOIDS DELAY.

Last Name First Name Middle Name Social Security Number

DOB: ____/____/____

Former Names Date of Name Change

Name on Drivers License Driver’s License or I.D. Number State of Issue

Current Address

DISCLOSURE

For the benefit of Company and employees, Company has a policy of performing pre-employment background screening on job applicants as a condition of employment. This policy is a business practice that protects everyone by helping to promote a safe and profitable workplace. All pre-employment inquiries are limited to information that affects job performance and the workplace. It is conducted in accordance with applicable federal and state laws, including the Fair Credit Reporting Act (FCRA). The screening will be conducted by ScreeningOne, Inc., an outside agency. Company may obtain a consumer credit report and/or an investigative consumer report on you as an applicant or during the course of employment.

1. The report consists of information deemed to have a bearing on job performance, and may include information from public and private sources, public records, former employers and references. The scope of the report may include information concerning driving record, civil and criminal court records, credit, worker's compensation records, education, credentials, identity, past addresses, social security number, previous employment and personal references.
2. The report may also include reference checks from former employers, co-workers or references. Any past employment reference check is limited to job related information. These are known as an "investigative consumer report." This type of report is legally defined as a report based upon interviews that may contain information relating to my character, general reputation, personal characteristics or mode of living. You have the right to request additional disclosures of the nature and scope of the investigation and a statement of your rights. To receive this information or to inspect any files concerning such a report or to determine if a report on you has been requested, you may contact Company or Screening One, Inc. at (888) 327-6511, or at 2233 W. 190th Street, Torrance, CA 90504.
3. In using a report for employment purposes, before taking any adverse action based in whole or in part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates a copy of the report and a description in writing of the rights of the consumer under the title, as prescribed by the Federal Trade Commission section 609(c)(3).
4. California Provisions: In California, any report concerning a consumer's character, general reputation, personal characteristics or mode of living is defined as an Investigative Consumer Report. In addition to your rights under federal law, you have the following additional rights: You have the right to inspect Screening One's files during normal business hours and on reasonable notice; the inspection may be in person, by certified mail, or by telephone if the individuals shows proper identification and pays for any copying charges; the applicant may be accompanied by one other person who must show proper identification; and trained ScreeningOne personnel will explain any of the information in the report and will provide written explanation for any coded information.
5. CALIFORNIA, MINNESOTA, AND OKLAHOMA APPLICANTS ONLY:

I request a free copy of any Consumer Report, Investigative Report or Credit Report on me that is requested.

YES _____ NO _____

I, _____, hereby consent and authorize Company and/or Screening One, Inc. on the employer's behalf, to prepare each report as defined above for employment purposes before employment or anytime after employment.

DATE _____

SIGNATURE _____

PRINT NAME _____