

# APPLICATION FOR EMPLOYMENT

Position Desired: \_\_\_\_\_  Full time  Part time Date \_\_\_\_\_

WE ARE AN EQUAL OPPORTUNITY EMPLOYER  
APPLICANT'S STATEMENT

I understand that if I am hired, my employment will be for no definite period, regardless of the period of payment of my wages. I further understand that I am employed on an "at will" basis which means that I have the right to terminate my employment at any time with or without notice, and the Company has the same right. No one other than the President of the Company has authority to modify this relationship or make any agreement to the contrary. Any such modification or agreement must be in writing, signed by the President.

I understand that the Company reserves the right to require me to submit to a drug test at any time and also reserves the right to require me to submit to an alcohol test and/or medical examination to the extent permitted by law. I understand that the Company may contact my previous employers and I authorize those employers to disclose to the Company all records and other information pertinent to my employment with them, whether favorable or unfavorable. I also authorize the Company to provide truthful information concerning my employment with it to my future prospective employers and I agree to hold it harmless for providing such information.

By signing below, I certify that all of the information that I provide on this application and in any interview will be true, complete and accurate. I understand if I am employed and any such information is later found to be false, incomplete or misleading in any respect, I will be dismissed.

\*\*\* AUTHORIZATION TO OBTAIN CONSUMER REPORTS \*\*\*

IT HAS BEEN DISCLOSED TO ME THAT THE COMPANY MAY OBTAIN ONE OR MORE CONSUMER REPORTS ON ME FOR USE IN CONNECTION WITH MY APPLICATION OR FOR OTHER EMPLOYMENT-RELATED PURPOSES. THESE REPORTS, MAY INCLUDE CREDIT BUREAU REPORTS, CRIMINAL RECORDS AND DRIVING RECORDS. I AUTHORIZE THE COMPANY OR PERSONS ACTING ON ITS BEHALF TO OBTAIN THESE REPORTS.

\_\_\_\_\_  
Date Signature of Applicant

## PERSONAL DATA

Name \_\_\_\_\_  
Last First Middle

Present Address \_\_\_\_\_ How long have you lived there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Previous Address \_\_\_\_\_ How long did you live there? \_\_\_\_\_  
Street and Number City State Zip Years Months

Telephone No. \_\_\_\_\_ Are you 18 years of age or older?  Yes  No

Do you have any friends or relatives working here?  Yes  No

If Yes, Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Have you ever pled guilty or "no contest" to a crime or been convicted of a crime?  Yes  No

Do you have any criminal charges pending?  Yes  No If Yes to either question, please give date and details of each:

NOTE: Answering "Yes" to this question does not constitute an automatic bar to employment. Only those crimes which are substantially related to the position you are seeking will be considered.

## RECORD OF PREVIOUS EMPLOYMENT

Please list the names of your present or previous employers in chronological order with present or last employer listed first. Be sure to account for all periods of time including military service and any period of unemployment. If self-employed, give firm name and supply business references.

Present or Last Employer	<u>Employed</u>	<u>Pay</u>	<u>Position</u>	<u>Reason for Leaving</u>
Address	From (mo/yr)	Start \$		
City, State, Zip Code	To (mo/yr)	Final \$	<u>Supervisor</u>	
Telephone				
Previous Employer	<u>Employed</u>	<u>Pay</u>	<u>Position</u>	<u>Reason for Leaving</u>
Address	From (mo/yr)	Start \$		
City, State, Zip Code	To (mo/yr)	Final \$	<u>Supervisor</u>	
Telephone				
Previous Employer	<u>Employed</u>	<u>Pay</u>	<u>Position</u>	<u>Reason for Leaving</u>
Address	From (mo/yr)	Start \$		
City, State, Zip Code	To (mo/yr)	Final \$	<u>Supervisor</u>	
Telephone				
Previous Employer	<u>Employed</u>	<u>Pay</u>	<u>Position</u>	<u>Reason for Leaving</u>
Address	From (mo/yr)	Start \$		
City, State, Zip Code	To (mo/yr)	Final \$	<u>Supervisor</u>	
Telephone				
Previous Employer	<u>Employed</u>	<u>Pay</u>	<u>Position</u>	<u>Reason for Leaving</u>
Address	From (mo/yr)	Start \$		
City, State, Zip Code	To (mo/yr)	Final \$	<u>Supervisor</u>	
Telephone				

Have you ever been terminated or asked to resign from any job? [ ] Yes [ ] No If yes, please explain circumstances: \_\_\_\_\_

Please explain fully any gaps in your employment history: \_\_\_\_\_

May we contact your current employer? [ ] Yes [ ] No If No, please explain: \_\_\_\_\_

## PREVIOUS EXPERIENCE

Please describe all prior work experience or training which you feel qualifies you for the position for which you are applying.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**EDUCATION**

School Name	Years Completed: (Circle)  Elementary 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4 Graduate School 1 2 3 4 Trade or Correspondence Other	Diploma or Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, and Extra-Curricular Activities

**EMERGENCY INFORMATION**

In case of an accident or other emergency, who should we contact?

Name \_\_\_\_\_

Relationship: \_\_\_\_\_

Home address \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip

Work address \_\_\_\_\_ Telephone: \_\_\_\_\_  
Street City State Zip

**PERSONAL REFERENCES**

Please list persons who know you well -- not previous employers or relatives.

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known


**DRIVING INFORMATION**

Do you have a current driver's license?  Yes  No

State: \_\_\_\_\_ License No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Has your driver's license ever been suspended or revoked?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

Do you have personal automobile insurance?  Yes  No Insurance Company: \_\_\_\_\_

Has your personal automobile insurance ever been cancelled?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

Please list all moving traffic violations in the last five (5) years:

Offense	Date	Location	Offense	Date	Location

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF THIRTY (30) DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, COMPLETE AND ACCURATE.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF APPLICANT

## DISCLOSURE OF INTENT TO OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS

---

For employment purposes, this Company may obtain consumer reports on you as an applicant or from time to time during employment. "Consumer reports" are reports from consumer reporting agencies and may include driving records, criminal records, credit history, etc. We may also obtain investigative consumer reports. An "investigative consumer report" is a consumer report in which information as to character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with neighbors, friends, associates, acquaintances, or others. You have a right to request disclosure of the nature and scope of an investigation and to request a written summary of consumer rights.

### AUTHORIZATION

I authorize the Company to obtain consumer reports and/or investigative consumer reports regarding me from time to time for employment purposes.

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

Print Name: \_\_\_\_\_

Social Security No. \_\_\_\_\_

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

Other States in which you held a Driver's Licenses in past 5 years: \_\_\_\_\_

Maiden or Other Names Under Which Records May be Listed:  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Race: \_\_\_\_\_ Sex: \_\_\_\_\_

NOTE: Highlighted information will only be used to ensure a positive identification and will not be used in any employment decision.

If the Company requests an investigative consumer report and you would like to receive a disclosure of the nature and scope of the investigation and a written summary of consumer rights, please indicate that your desire below.

# Facts on Demand, Inc.

4200 Nottely Dam Road  
Blairsville, GA 30512

Phone: (706) 835-1831

[info@factsondemand.com](mailto:info@factsondemand.com)

Fax: (706) 835-1093

## SOUPAT

### CONSENT AND AUTHORIZATION

I do hereby give, to Facts On Demand, Inc. or any of its agents, authorization to disclose orally or in writing the results of this background check to the employer or designated authorized recipient. I have read this authorization and give full consent without reservation for a background check to be conducted on me. I do hereby release, hold harmless and indemnify Facts On Demand, Inc., and all persons or agencies involved in reporting information about me from any claims or damages resulting in information provided by those agencies.

Please print all information CLEARLY.

\_\_\_\_\_  
\*First Name                      \*Middle Name                      \*Last Name                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
\*Today's Date

\_\_\_\_\_  
\*SIGNATURE                      \_\_\_\_/\_\_\_\_/\_\_\_\_                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
\*Date of Birth                      \*Social Security Number

\_\_\_\_\_  
\*Current Address                      \_\_\_\_  
\*City                      \*State                      \*Zip Code

\_\_\_\_\_  
\*Driver's License Number & State                      \_\_\_\_  
\*Sex                      \*Race

\*Information required for identifier purposes only.

**DO NOT WRITE BELOW THIS LINE - FOR SOUPAT OFFICE USE ONLY**                      Office Staff Initials \_\_\_\_\_

\_\_\_\_\_  
\*State(s) to Search                      \_\_\_\_\_  
County to Search                      (DO NOT provide county if a statewide search is requested)

PLEASE INDICATE BELOW WITH AN "X" THE SERVICES TO BE PERFORMED BY FACTS ON DEMAND, INC.

\_\_\_\_ Criminal Background Verification                      \_\_\_\_ Education Verification                      \_\_\_\_ Employment  
\_\_\_\_ Social Security Trace                      \_\_\_\_ Motor Vehicle Report                      \_\_\_\_ Credit Check  
\_\_\_\_ Sex Offender Search                      \_\_\_\_ OFAC Search                      \_\_\_\_ Want/Warrants

RUSH (For GA Statewide Searches ONLY - Guarantees 4 hour turn-around - Additional \$4.00 fee will be added)