



CARWILE

MECHANICAL CONTRACTORS

Pre-Employment Questionnaire Equal Opportunity Employer

Office Use - MVR
Date
Results

Date

Personal Information				
Name			Social Security No.	
Address		City	State	Zip Code
Phone No.	Secondary Phone No.		Best Time to be Reached	
How did you hear about us?			Email	

Employment Desired				
Position	Potential Start Date		Available	Salary Desired
			Full-Time Part-Time	
Are you currently employed?	Yes	No	If so, may we contact your present employer?	Yes No
Ever applied/worked at this company before?	Yes	No	When	Do any friends or family work here? Please name.
Can you travel if required?	Yes	No	Can you work overtime/weekend if required?	Yes No
			Do you currently have a valid Driver's License?	Yes No

Education History				
	Name & Location of School	# of Years Attended	Did you Graduate?	Subjects Studied
High School				
College				
Trade School				

General Information	
Special Training	
Special Skills	
Military Service	

Former Employers (Starting with Most Current)						
Date		Name & City of Employer	Position	Salary	Reason for Leaving	Contact
Month and Year						
From						
To						
From						
To						
From						
To						
Gap in Work History		Reason				
From						
To						

References (Optional)			
Name	Address/Phone No.	Relationship	Years Known

Authorization

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that if the employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers 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 the company from all liability for any damage that may result from utilization of such information.

I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative."

Signature of Applicant

Date

Office Use

Remarks

Hired?	Yes	No	Date of Employment	_____	
Position	_____				
Hourly Rate / Salary	_____				
By	_____			Date	_____



433 East 15th Street
Cookeville, TN 38501
(931) 526-6151
Fax: (931) 528-9283
www.carwilemech.com

Disclosure

As part of our hiring background and investigation, we obtain consumer reports to prepare an investigative consumer report. The investigative consumer report may consist of contacting all listed prior employers to verify your employment history. It may also include, but not limited to, credit information reports, criminal history reports, and driving history records. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such reports, we must have your written permission to obtain the information. You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You are entitled to a copy of your Rights Under the Fair Credit Reporting Act.

“Our Core Values”

- Improve Quality of Life
- Grow in Knowledge & Understanding
- Have & Maintain the Vision



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Release

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit Carwile Mechanical Contractors, Inc. to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, workers' compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm, or entity that discloses matters in accordance with this authorization, as well as Carwile Mechanical Contractors, Inc. from liability that might otherwise result from the request for use of and/or disclosure of any or all foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I hereby authorize Carwile Mechanical Contractors, Inc. to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Print Full Name

Signature

Date

Driver's License Number

Expiration Date

Driver's License State

Birthdate*

*Applicants are considered for employment without regard to age, race, color, religion, sex, national origin, marital or veteran status, medical condition, or disability. Date of birth is required from all applicants to facilitate a background check.

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