



CASA MECHANICAL APPLICATION FOR EMPLOYMENT

Personal

Date _____

Name _____
Last First Middle

Present address _____
Street City State Zip

Telephone (____) _____ Email: _____

Cell (____) _____ Employment desired: Full-Time Only Part- Time Only Full or Part-Time

If under 18, do you have a work permit? Yes No

Position(s) you are interested in: _____

What source led you to make an application with us? _____

Have you ever worked for Casa Mechanical Services before? Yes No

If yes, please list the dates and position: _____

Have you ever been convicted of a crime? ("Conviction" includes any plea, verdict or finding of guilt regardless of whether a prison sentence was imposed by the court.) Yes No

If yes, please explain: _____

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

(Note: You will be required to furnish documents to verify your eligibility for employment in accordance with the Immigration Reform and Control Act and your employment is contingent upon furnishing such documents.)

Military

Have you ever been in the armed forces? Yes No

Are you now in the: National Guard Army Navy Marines Other

Specialty: _____ Date Entered: _____ Discharge Date: _____

Education

LEVEL OF EDUCATION	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School			9 10 11 12	
College			1 2 3 4 more	
Bus. or Trade School			Months Attended	
Professional School				

If you are an experienced operator of any office machines, plant machines or equipment please list: _____

Typing: _____ wpm

Computer Skills/Other Skills: _____



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*Please list your work experience beginning with your most recent position held.
Must still attach resume if available.*

Work Experience

Name of employer Address	Name of last supervisor	Employment dates	Hourly Rate or Annual Salary
City, State, Zip Code Phone number		From	Start
		To	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain:			

Name of employer Address	Name of last supervisor	Employment dates	Hourly Rate or Annual Salary
City, State, Zip Code Phone number		From	Start
		To	Final
Your Last Job Title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address	Name of last supervisor	Employment dates	Hourly Rate or Annual Salary
City, State, Zip Code Phone number		From	Start
		To	Final
Your Last Job Title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Applicant Signature _____ *Date* _____



AUTHORIZATION FOR CRIMINAL HISTORY AND BACKGROUND CHECK

I, _____, hereby authorize Casa Mechanical Services to investigate my background and qualifications for purposes of evaluating whether I am qualified for this position for which I am applying. I understand that Casa Mechanical Services will utilize an outside firm or firms to assist in checking such information, and I specifically authorize such an investigation by information services and outside entities of the company's choice. I also understand that I may withhold my permission and that in such a case no investigation will be done, and my application for employment will not be processed further.

Printed Employee's Name

Social Security Number

Date of Birth

Employee's Signature

Date

Casa Mechanical Services Administration's Signature

Date



EMPLOYEE AUTHORIZATION FOR MVR REVIEW

I acknowledge that as a driver of a Casa Mechanical Services vehicle, I understand that it is my responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage.

I understand that Casa Mechanical Services will periodically review my Motor Vehicle Record to determine continued eligibility to drive a Casa Mechanical Services vehicle. In accordance with the Fair Credit Reporting Act, I have been informed that a Motor Vehicle Record will be periodically obtained on me for continued employment purpose.

I acknowledge the receipt of the above disclosure and authorize Casa Mechanical Services or its designated agent to obtain a Motor Vehicle Record report. This authorization is valid as long as I am an employee or employee candidate and may only be rescinded in writing.

I understand the Casa Mechanical Services Vehicle Fleet Safety Policy, which will be furnished upon hire, and will abide by its rules. I understand failure to follow the provided policy can be cause for termination.

Printed Employee's Name

Driver's License Number

Date of Birth

Employee's Signature

Date

Administration's Signature

Date

CASA MECHANICAL SERVICES

DISCLOSURE TO CONSUMER

As part of our employment process, we may obtain where permitted, one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as:

iiX, a Verisk Analytics Business
1716 Briarcrest Drive
Suite 200
Bryan, Texas 77802

- Consumer reports may include background, employment history, academic and/or professional credentials, military service, credit history, and driving history. The information gathered also may involve a criminal history and/or alcohol or drug use history, if any.
- An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers to verify your employment history.
- If your employment falls under the federal Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”), including 49 CFR § 391.23, the report could include your driving, safety inspection and performance history from the FMCSA.

Under the provisions of the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq.; FMCSA regulations in the Federal Code of Regulations, including 49 CFR § 40.329; and certain state laws, before we can seek such reports, where permitted, 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 also are entitled to a copy of that document entitled “Rights Under the Fair Credit Reporting Act”. Under the FCRA, before we take adverse action on the basis, in whole or in part, of information in a consumer report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

- **Notice to California Applicants:** Under California law, the reports ordered about you for employment purposes within the State of California are defined as “investigative consumer reports.” These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under California Civil Code § 1786.22, you may view the report(s) maintained at iiX during normal business hours. You also may obtain a copy by submitting proper identification and paying the cost of duplication by appearing at iiX in person, by mail, or by telephone. iiX is required to have personnel available to explain the report(s) and to explain any coded information. If you appear in person, you may be accompanied by a person of your choice, if s/he furnishes proper identification.
- **Notice to Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY OF THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.



CASA MECHANICAL SERVICES

AUTHORIZATION TO OBTAIN INFORMATION

I have read and understood the preceding Disclosure to Consumer. Under the Fair Credit Reporting Act ("FCRA"), 15 U.S.C. § 1681 et seq., the regulations applicable to the federal Department of Transportation's Federal Motor Carriers Safety Administration, including 49 CFR § 40.329, the Americans with Disabilities Act and all other applicable federal, state, and local laws, I hereby authorize and permit the above named company to obtain information about me, where permitted, which may pertain to my employment records, driving history records, driving performance and safety history, criminal history, credit history, civil records, workers' compensation (post-offer only), alcohol and drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. I authorize information to be obtained from my former employers to satisfy driver qualification regulations.

DOT Drivers. I understand that Title 49 of the Federal Code of Regulations, § 391.23, requires that my prospective employer and/or its agent(s) may contact all former employers of a driver within the last three years under the regulation of the Department of Transportation. Information such as dates of employment, position, accident history, as well as information pertaining to my drug and alcohol testing history, may be requested from each employer in accordance with Section 391.23 and 49 CFR 40.25.

By signing below, I consent to and authorize the gathering of this information by my prospective employer or employer and those who my prospective employer or employer has engaged to request and obtain this information including former employers, and/or from or through a consumer reporting agency, such as iiX, a Verisk Analytics Business.

I understand and acknowledge that the information provided in the consumer reports or investigative consumer reports may assist my employer or prospective employer to make a determination regarding my suitability as an employee.

I further understand that, under the FCRA, in the event of Adverse Action, 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 agree that a copy of this authorization has the same effect as an original. Where permitted, this authorization shall remain in effect over the course of my employment and reports may be ordered periodically during the course of my employment.

Applicant's / Employee's Full Name (Print clearly)

Applicant's / Employee's Signature

Date of Signature