



200 Charlois Boulevard
Suite 500
Winston-Salem, NC 27103

APPLICATION FOR EMPLOYMENT

This company does not discriminate in hiring or employment on the basis or race, color, sex, religion, disability, national origin, citizenship, or on the basis of age with respect to persons 18 years or older. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. **CASE-CLOSED Investigations, Inc., intends to check and hold you responsible for the accuracy of the statements you make on this application.** This application will remain on file for a period of sixty days. If I have not heard from CASE-CLOSED Investigations, Inc. within sixty days and wish to receive further consideration for employment, it will be necessary to complete another application form. **If this application is not completed in full, I understand that I will not be considered for employment with CASE-CLOSED Investigations, Inc. AN EQUAL OPPORTUNITY EMPLOYER**

Personal Data

Name _____

Social Security Number _____

Are you 18 years or older: Yes _____ No _____

Address _____

Telephone Number _____

Have you ever been convicted of a crime other than a minor traffic violation: Yes _____ No _____

If yes, please explain _____

(A "yes" answer to this question does not necessarily preclude consideration for employment)

Educational Data

Circle Highest Grade Completed

1 2 3 4 5 6 7 8 9 10 11 12
Grade, Junior High or High School

1 2 3 4 5
College

1 2 3 4
Graduate School

Type of School	Name of School	Location	Course of Study	Did you Graduate?
High School				
Trade School				
College				
Graduate School				

List Degree (s) obtained _____

Employment Data

Job applied for: _____ Salary Desired: _____
Have you ever applied for employment with CASE-CLOSED Investigations, Inc. before? _____ When: _____
Have you ever worked for CASE-CLOSED Investigations, Inc. before? _____ When: _____
Are you available to work any shift? _____ Any day of the week? _____
If not, when are you available? _____ When can you begin work? _____
Did a current CASE-CLOSED INVESTIGATIONS, INC. employee refer you to us? _____ If so, who? _____

Employment History

From (mo/yr) Company Telephone Starting Salary
_____ (____) \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

From (mo/yr) Company Telephone Starting Salary
_____ (____) \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

From (mo/yr) Company Telephone Starting Salary
_____ (____) \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

Relatives working for CASE-CLOSED Investigations, Inc.

Name Relationship

Military

Branch of Service: _____
 Dates in Service: From (mo/yr) _____ To (mo/yr) _____
 Duties in the service, include schools and training: _____

Special Skills/Certifications

What knowledge, special technical or computers, and/or other qualifications/certifications have you acquired from employment or other experience? Include any specific equipment that you proficiently operate.

The applicant affirms that he/she is able to walk, sit, stand, squat, bend and or kneel for extended periods of time, inside a vehicle, in the outdoors and or in an enclosed environment, in a variety of weather conditions consisting of but not limited to hot, cold, wet and dry conditions. May work in inclement weather when circumstances require, consisting of but not limited to hot, cold, wet and dry conditions. Hold, carry and or lift a video camcorder for extended periods and must be able to obtain video that meets with the standards of the agency, when required. Properly observe visually and have the sense of hearing of his/her surroundings. Read, write, and have proficient use of Microsoft Word, and the Internet. Will perform other related duties to the above according to supervisory instruction and direction.

References

List five (5) references who are not relatives and have known you for at least five years. One must be a former employer.

Name	Occupation	Years Known	Phone	Address

Affidavit

I authorize, without liability, CASE-CLOSED Investigations, Inc. to investigate all statements on this application.

I authorize all schools which I attended and all previous employers to furnish CASE-CLOSED Investigations, Inc. my record, reason for leaving and all information they may have concerning me, and hereby release them and CASE-CLOSED Investigations, Inc. from all liability for any damage whatsoever arising there from.

I authorize my neighbors, friends or others with whom I am acquainted with to furnish CASE-CLOSED Investigations, Inc. with information used in connection with the evaluation of my qualifications as a prospective employee. I release such persons and organizations from any legal liability in making such statements.

I understand that in the event of my employment with CASE-CLOSED Investigations, Inc., it shall be sufficient cause for dismissal if any of the information I have given in this application or the attached resume is false or if I have failed to give any information herein requested. I understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In the event of my employment with CASE-CLOSED Investigations, Inc., I agree to abide by all present and future issued rules of the Company.

As part of the application process with CASE-CLOSED Investigations, Inc., I understand that I may be subject to random criminal, civil, driving, or background check. If any of these investigations/checks reveal any negative information, I understand I may be denied employment.

Applicant Signature: _____
 Today's Date: _____



Information / Disclosure Release

The purpose of this agreement is to inform you that as part of our procedure for processing your employment application, an outside agency will make an investigative report and present it to us for review. The report may include Criminal Background search, and a Driving Record Check and a Credit Report. By signing this document you are releasing any and all persons, companies, agencies, or others from liability resulting from your background investigation.

Applicant / Employment Signature: _____ **Date:** _____

Please type or print all information:

_____	_____	_____	_____
Last name	First name	Middle name	Maiden name
_____	_____	_____	_____
Social Security #	Date of Birth	Sex	Race

Note: Indicate below, where you have lived for the past ten years

Current Address: _____
 YRS _____ MOS _____ Street Address City State Zip

Previous Address: _____
 YRS _____ MOS _____ Street Address City State Zip

Previous Address: _____
 YRS _____ MOS _____ Street Address City State Zip

Previous Address: _____
 YRS _____ MOS _____ Street Address City State Zip

For Office Use Only:

_____ **Statewide Criminal Records:**
 States to search: _____
 _____ **Countrywide Criminal Records:**
 States to search: _____
 _____ **Federal Criminal Records:**
 States to search: _____
 _____ **DMV Report**
 _____ **Credit Card Report**
 _____ **License Verification**
 _____ **Other:** _____

_____ **Education Verification**
 _____ **Employment Verification**
 _____ **Personal References**
 _____ **SS# Verification**
 _____ **Address Verification**

Authorized by: _____