

 employment research services www.ers-services.com	Employment Research Services P.O. Box 113148 METAIRIE, LA 70006 PH: 1-800-948-0015 FX: 1-800-948-0016
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PRE-EMPLOYMENT INQUIRY RELEASE

In connection with, and for the duration of my employment (including contract for services) with Knight, I understand that investigative background inquiries are to be made on myself including consumer, criminal, driving, and other reports. These reports will include information as to my character, work habits, performance and experience along with reasons for termination of past employment from previous employers. Further, I understand that you will be requesting information from various federal, state and other agencies which maintain records concerning my past activities relating to my driving, credit, criminal, civil and other experiences as well as claims involving me in the files of insurance companies.

I authorize, without reservation, any party or agency contracted by this employer to furnish the above mentioned information:

Print Full Name:			
	(First)	(Middle)	(Last)
Maiden Name or Alias:			
*Date of Birth		Social Security Number	
	(MM/DD/YYYY)		
Current Address:		Apt. No. / Suite No.	
City	State	Zip	
Driver's License Number		State Issued	
Applicant's Signature		Date	
		(MM/DD/YYYY)	

*Date of Birth is being requested in order to obtain accurate retrieval of records.

I understand that, according to the Federal Fair Credit Reporting Act, I am entitled to know if employment is denied based on information obtained through background inquiries. I also understand that I am entitled to receive, upon written request, a copy of any investigative report(s).

I agree that any copy of this document is as valid as the original.

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you by ERS at the address listed above.



APPLICATION FOR EMPLOYMENT

Date of Application ____/____/____

PLEASE PRINT

Position(s) applied for _____ Date available for work ____/____/____

Rate of pay expected \$ _____ rate per hour salary per month

Type of employment desired Full time Part time Temporary Seasonal Educational Co-Op

Referral Source: Advertisement Employee Government Employment Agency
 Walk-in Private Employment Agency
 Other _____

Name: _____ US Citizen Yes No
(Last) (First) (Middle)

Address: _____
(Street) (City) (State) (Zip Code)

Telephone Number:(____) _____ Social Security Number:____-____-____

Are you legally eligible for employment in this country? Yes No Language(s):_____ Read Write

Driver's license number:_____ State:_____ Have you received any moving traffic violations such as speeding, reckless driving, OWI, etc. in the last 5 years?Yes No

If yes, please explain: _____

May we contact you at work? Yes No If yes, work number and best time to call (____)_____

Have you ever filled an application before? Yes No If yes, give date:____/____/____

Have you ever been employed here before? Yes No If yes, give dates:From:____/____/____ to ____/____/____

Do you have any relatives presently working for Knight Oil Tools? Yes No If so, who?_____

If hired, do you have a reliable means of transportation? Yes No

Will you relocate if the job requires? Yes No Will you travel if the job requires it? Yes No

Can you meet the attendance requirements of the position? Yes No Will you work overtime? Yes No

Are you bound to other business interests that might affect your employment with our company? Yes No

Have you ever been bonded? Yes No

Have you been convicted of a felony or released from prison, in the last ten (10 years)? Yes No

Are you a party to any non-competition or non-solicitation agreement from a prior employer? Yes No
If yes, please provide a copy of the agreement.

Have you been charged with an unresolved criminal charge? Yes No

If yes, please explain: _____

EMPLOYMENT HISTORY: List your last THREE (3) employers, assignments or volunteer activities starting with the most recent, including military experience. Explain any gaps in employment in the comments section below.

Employer: _____ Telephone: _____	Dates Employed: From: ____ / ____ / ____ to ____ / ____ / ____
Address: _____	Please summarize the nature of the work performed and job responsibilities:
Job Title: _____	
Immediate Supervisor: _____	
Reason for Leaving: _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Employer: _____ Telephone: _____	
Address: _____	Please summarize the nature of the work performed and job responsibilities:
Job Title: _____	
Immediate Supervisor: _____	
Reason for Leaving: _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	
Employer: _____ Telephone: _____	
Address: _____	Please summarize the nature of the work performed and job responsibilities:
Job Title: _____	
Immediate Supervisor: _____	
Reason for Leaving: _____	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later	

SKILLS AND QUALIFICATIONS: Please summarize special skills and qualifications acquired from employment and other experience that may qualify you to work with our company: (include equipment you are qualified to operate):

EDUCATION: Please include (A) name and address of school; (B) number of years completed; (C) degree or diploma earned, if any; (D) grade point average or class rank; and (E) major and minor of study (if applicable):

(A) School	(B) Years Completed	(C) Degrees/Diploma	(D) Grade/Class Rank	(E) Major/Minor

REFERENCES: List name and telephone number of three business/work references who are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you:

Name	Telephone Number	Years Known

List professional, trade, business or civic organizations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.)

Organization	Offices Held

List special accomplishments, publications, awards. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability or other protected status.):

List any additional information you would like for us to

consider: _____

Please explain why you elected to apply for employment with Knight Oil Tools and tell us how we will benefit from your employment with our company?

IMPORTANT – PLEASE READ CAREFULLY

It is understood and agreed upon that any misrepresentations by me in this application will be sufficient cause for cancellation of this application and/or separation from Knight Oil Tool’s service if I have been employed.

If I give Knight Oil Tools the right to investigate all references and to secure additional information about me, if job related, I hereby release from liability Knight Oil Tool’s and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Knight Oil Tools is an Equal Opportunity Employer. Knight Oil Tools does not discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant’s consideration for employment on a basis prohibited by local, state, or federal law.

This application is current for only sixty (60) days. At the conclusion of this time, if I have not heard from Knight Oil Tools and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that if I am under the age of 18, I must provide a work permit.

I understand that just as I am free to resign at any time, Knight Oil Tools reserves the right to terminate my employment at any time, at will without prior notice. I understand that no representative of Knight Oil Tools has the authority to make any assurance to the contrary.

I understand that I will undergo a drug and alcohol screen prior to being offered employment. It is also understood that I will be subject to a random selection drug and alcohol screening program throughout the tenure of my employment with Knight Oil Tools.

Signature of Applicant: _____ Date of Application ____/____/____

Applicant Approved for Hire by: _____ Date of Application ____/____/____