

# **Rental Services, Inc.**

*Information and verification services*

**Phone: (303) 420-1212**

**Fax: (303) 420-1477**

## **RELEASE AND AUTHORIZATION**

You are authorizing Rental Services, Inc. to do a background check in consideration of employment. You knowingly and voluntarily authorize any state, county or federal agency, law enforcement agency, employer, credit bureau, collection agency, institution of learning, military branch, private business, personal reference, National Personal Records Center to release record of information they may have concerning your worker's compensation history, criminal history, motor vehicle history, credit history, earnings history, character, health, employment history or any other requested information. You knowingly, voluntarily, unconditionally release any named or unnamed information provider from any and all liability resulting from the furnishing of this information. A photographic or faxed copy of this authorization shall be as valid as the original. Rental Services, Inc. is only an information provider and does not make the hiring decision.

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### **\*APPLICANT INFORMATION\***

**Full Name:** \_\_\_\_\_

**Former/Maiden/Other Names used:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_

**Driver's License Number:** \_\_\_\_\_ **DL State issued:** \_\_\_\_\_

**Home Phone Number:** \_\_\_\_\_

**Position you are applying for:** \_\_\_\_\_

**Addresses for the last 7 years (attach a second sheet if necessary):**

<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>	<b>mo/yr</b>	<b>mo/yr</b>
_____	_____	_____	_____	<b>from</b>	<b>to</b>
_____	_____	_____	_____	<b>from</b>	<b>to</b>
_____	_____	_____	_____	<b>from</b>	<b>to</b>
_____	_____	_____	_____	<b>from</b>	<b>to</b>

### **\*NON-EMPLOYER RELATED INFORMATION\***

(Required by Rental Services, Inc. and not to be utilized by prospective employer.)

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

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I understand the information at the top of this page is for investigation only and that Rental Services, Inc. is not the employer, but an investigative firm, not owned or operated by the prospective employer. I further acknowledge that my date of birth, sex, and or race is to be used for outside investigative purposes by Rental Services, Inc. where this search criteria may be required by certain agencies listed in the top paragraph of this form and will not be utilized for the purpose of a hiring decision.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

# RSI APPLICATION

We will be making every effort to contact previous employers, therefore correct phone numbers of past employers are necessary for processing your application. Ask for a phone book or call information if needed.

<b>Most Recent Employer:</b>	Is this your most recent employer?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	May we contact them?		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
_____	_____		
Company Name	Phone Number		
_____	_____		
Address	City	State/Zip	Fax Number
_____	_____	_____	_____
Dates of Employment	Job Title	Supervisor	
_____	_____	_____	
Salary: <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO	Reason for leaving		
<b>2<sup>nd</sup> Most Recent Employer</b>			
_____	_____		
Company Name	Phone Number		
_____	_____		
Address	City	State/Zip	Fax Number
_____	_____	_____	_____
Dates of Employment	Job Title	Supervisor	
_____	_____	_____	
Salary: <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO	Reason for leaving		
<b>3<sup>rd</sup> Most Recent Employer</b>			
_____	_____		
Company Name	Phone Number		
_____	_____		
Address	City	State/Zip	Fax Number
_____	_____	_____	_____
Dates of Employment	Job Title	Supervisor	
_____	_____	_____	
Salary: <input type="checkbox"/> HR <input type="checkbox"/> WK <input type="checkbox"/> MO	Reason for leaving		

**Education**

If your school records are under a different name than given on page one, please enter that name here: \_\_\_\_\_

_____	_____	_____
High School	City & State	Year Graduated
_____	_____	_____
College	City & State	
_____	_____	_____
Major	Dates Attended	Degree
_____	_____	_____
Graduate School	Dates Attended	Degree
_____	_____	_____
Technical/Trade School	Dates Attended	Degree
_____	_____	_____

Additional Information

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**References**

**PLEASE DO NOT INCLUDE RELATIVES**

Name	Phone	Years Known/Relationship
Name	Phone	Years Known/Relationship
Name	Phone	Years Known/Relationship

**Pre-Employment Questionnaire**

1. Have you ever been convicted of a felony or misdemeanor? _____
2. Are you prevented from lawfully becoming employed in this country because of visa or immigration status? _____
3. Are you a prior employee of this company? _____
4. Are there any reasons why you would not be able to perform all duties as described for this position? _____

**Certification**

<p>I certify that I have read and understand the release and authorization on page one of this form. The answers given by me to the foregoing questions and the statements made by me are complete and true to the best of my knowledge and belief. I understand that any false information, omissions, or misrepresentations of facts, whether on this document or not, may result in the rejection of my application or discharge at any time during my employment. I am willing to submit to drug testing to detect the use of illegal substances prior to and during employment.</p>	
Signature	Date