

Proficient

I N V E S T I G A T I O N S

You have been selected by a progressive firm for pre-employment screening. In accordance with the company's hiring procedures, you have been directed to contact us for a pre-screening appointment.

Our clients have different needs and requests for the extent of the pre-employment screening session but they all request some basic biographical information as requested in the attached Personal History Statement. The information you will provide will assist us in completing your background investigation, therefore it is very important that you provide detailed and complete information for each category.

Please download the attached Personal History Statement and Consent Form, complete the information requested in a legible form and e-mail them to prescreen@proficientinvestigations.com or fax them to our office at **(858) 668-2897**.

Once we receive your completed Personal History Statement and signed consent form, our staff will contact you with further instructions and set up an appointment for your interview.

Proficient
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(951) 358-2390 fax (858) 668-2897
www.proficientinvestigations.com
CA Lic # PI 21643

General Background Information

Last Name

First Name

Full Middle Name

Have you gone by any other names other than the one listed above on a driver's license, birth certificate, or other legal document? If the answer is yes, please provide the name below:

1. _____

2. _____

3. _____

Contact Telephone Number: () _____ - _____

Contact Fax Number: () _____ - _____

Social Security Number: _____ - _____ - _____

Company you are applying with: _____

City/State: _____

Position you are applying for: _____

Previous Residences

Please list all residences you have occupied over the last ten **(10)** years, beginning with the present or most recent residence. Please list **ALL** residences, even if occupied for only a few weeks or months. Please use the space at the end of this section if more space is needed.

Street Address: _____

City: _____ County: _____

State: _____ Zip Code _____

Dates of Residence (month/ year): _____ to _____

Street Address: _____
City: _____ County: _____
State: _____ Zip Code _____
Dates of Residence (month/ year): _____ / _____ to _____ / _____

Street Address: _____
City: _____ County: _____
State: _____ Zip Code _____
Dates of Residence (month/ year): _____ / _____ to _____ / _____

Street Address: _____
City: _____ County: _____
State: _____ Zip Code _____
Dates of Residence (month/ year): _____ / _____ to _____ / _____

(Use this space for any additional residences within the past 10 years)

Employment Historical Data

Please list all positions of employment you have had for the last **ten (10) years**, beginning with the present or most recent employment. Please list **ALL** employment, even if employed for only a few days at any job. For time frame, please include month/year where possible. Please use the space at the end of this section if more space is needed.

Employer _____
Street _____ City _____ State ____ Zip Code _____
Telephone Number _____ Supervisor _____
Position _____ Employed from ____/____ to ____/____
Reason for leaving _____

Employer _____
Street _____ City _____ State ____ Zip Code _____
Telephone Number _____ Supervisor _____
Position _____ Employed from ____/____ to ____/____
Reason for leaving _____

Employer _____
Street _____ City _____ State ____ Zip Code _____
Telephone Number _____ Supervisor _____
Position _____ Employed from ____/____ to ____/____
Reason for leaving _____

Employer _____
Street _____ City _____ State ____ Zip Code _____
Telephone Number _____ Supervisor _____
Position _____ Employed from ____/____ to ____/____
Reason for leaving _____

(Use this space for any additional employment positions within the past 10 years)

Employment Data (continued)

Please circle the number of times you have been **ASKED TO RESIGN** and/or the number of times you have **BEEN FIRED** from a position. (These entries should be other than position lay-offs or employer failure.)

Never 1 2 3 4 5 6 7 8 9 10

Please explain:

Education/ Technical Skills

Circle the last grade completed: 1 2 3 4 5 6 7 8 9 10 11 12

Name of High School: _____ (City/State) _____

Did you graduate? _____

Circle the last college year completed: 1 2 3 4

Name of College: _____ (City/State) _____

Degree: _____ Date acquired: ____ / ____ / ____

Area of Study: _____ Credits earned: _____

Please list any additional schools you have acquired a degree from below:

Driving History

Do you have a valid driver's license? Yes ___ No ___ Class (circle one): A B C D CM
Name on appears on Driver's License: _____

Driver's License Number: _____ State: _____ Expires on: _____ / _____ / _____
Has your driver's license ever been:

Revoked?	Yes ___	No ___
Suspended?	Yes ___	No ___
Denied?	Yes ___	No ___

If yes, please provide the date, how long, and reason(s):

Background Information

Have you ever been convicted of a crime?

Note: A conviction will not automatically disqualify you from employment.

Yes _____ No _____

If you answered YES, please provide additional information below. If you need more space, please use the space at the end of this section. If you have no reportable convictions, write "NONE." Please bear in mind a check of criminal convictions will be conducted.

1) Conviction Offense: _____
County of Conviction: _____
Date of Conviction: _____ / _____

Briefly explain the events surrounding/regarding your conviction, including total sentence, i.e., jail term/prison term, probation period, restitution, etc.: _____

2) Conviction Offense: _____
County of Conviction: _____
Date of Conviction: _____ / _____

Briefly explain the events surrounding/regarding your conviction, including total sentence, i.e., jail term/prison term, probation period, restitution, etc.: _____

Have you ever filed for Bankruptcy? Yes _____ No _____

Have you ever had a judgment filed against you? Yes _____ No _____

Have you ever had a lien filed against you? Yes _____ No _____

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CONSENT FORM

Please read the following statements carefully.

I understand that Proficient Investigations will be conducting a background investigation pursuant to my application for employment. This investigation may include requests for information about criminal or civil convictions, credit information, driving history, education, previous employment, and character references.

I authorize Proficient Investigations to approach all prior employers, persons, companies, federal, state, and local courts and credit bureaus/agencies to request pertinent background information contained in their records.

I hereby discharge, and forever release any of the above agencies from any claim due to their giving said information, and from any and all liability arising out of the disclosure, use or transmission of such provided records of information.

I understand I may be asked to participate in pre-employment drug screening and do hereby freely give my consent. In addition, I understand that the results of this test will be forwarded to my potential employer. If the result of the drug screening is positive, and for this reason I am not hired, I understand I will be given the opportunity to explain the results of this test. I hereby authorize Proficient Investigations to release the results of this screening to my potential employer.

I would like a copy of the Investigative Consumer Report prepared as a result of this investigation.

Yes _____ No _____

(Applicant signature)

(Date)

Proficient I N V E S T I G A T I O N S

A Division of the Proficient Group, Inc.

(951) 358-2390

Directions to our Irvine Office

**8 Corporate Park
Irvine, California 92606**

[From I-405:](#)

Exit at Jamboree (North)
Turn right onto Beckman Street (East)
Turn right onto Corporate Park
Turn right into parking lot at 8 Corporate Park
Take elevator to the third floor
We are located in Suite 300 – Introduce yourself to the receptionist.



8 Corporate Park, Irvine, California 92606