

# *Proficient*

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

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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](mailto:prescreen@proficientinvestigations.com) or fax them to our office at **(951) 351-9679**.

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.

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(951) 351-9645 fax (951) 351-9679  
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 \_\_\_\_\_

2900 Adams Street, Suite C130, Riverside, CA 92054

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 \_\_\_\_\_

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

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

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

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

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**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:

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**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:

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**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):

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**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)

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A Division of the Proficient Group, Inc.

**(951) 351-9645**

Directions to our Riverside Office

**2900 Adams Street, Suite C130  
Riverside, California 92504**

From I-15:

Exit Highway CA 91 (East)  
Exit at Adams Street; take ramp to the right (South)  
Cross over railroad tracks and pass auto dealerships  
Turn right into 2900 Adams Street business complex  
We are located in Building C  
Enter Building C, Suite C130 is in the far right corner of the lobby

From I-215:

Exit Highway CA 91 (West)  
Exit at Adams Street; take ramp to the left (South)  
Cross over railroad tracks and pass auto dealerships  
Turn right into 2900 Adams Street business complex  
We are located in Building C  
Enter Building C, Suite C130 is in the far right corner of the lobby