

## APPLICATION FOR EMPLOYMENT

### **PRE-EMPLOYMENT DRUG SCREENING, CRIMINAL BACKGROUND CHECK, AND MOTOR VEHICLE RECORD (if licensed) REQUIRED**

PLEASE PROVIDE A VALID DRIVER'S LICENSE OR PHOTO ID CARD UPON COMPLETION OF THIS APPLICATION

**JOB APPLYING FOR:** Superintendent / Carpenter / Helper \_\_\_\_\_ Date \_\_\_\_\_  
(circle one)

Name \_\_\_\_\_ SS# \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone #1 (\_\_\_\_) \_\_\_\_\_ Phone #2 (\_\_\_\_) \_\_\_\_\_

Email (required) \_\_\_\_\_

Highest Level of Education Completed (circle one) 9th / 10th / 11th / 12th / other \_\_\_\_\_

### **LIST YOUR LAST THREE PLACES OF EMPLOYMENT:**

1. \_\_\_\_\_ (\_\_\_\_)  
Company Name Main Phone  
\_\_\_\_\_  
Dates Employed Position Held Pay Rate
2. \_\_\_\_\_ (\_\_\_\_)  
Company Name Main Phone  
\_\_\_\_\_  
Dates Employed Position Held Pay Rate
3. \_\_\_\_\_ (\_\_\_\_)  
Company Name Main Phone  
\_\_\_\_\_  
Dates Employed Position Held Pay Rate

### **LIST TWO OCCUPATIONAL REFERENCES:**

- A. Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
B. Company \_\_\_\_\_ Contact \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

### **LIST ONE PERSONAL REFERENCE (OPTIONAL):**

C. Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# GENERAL QUESTIONNAIRE

- ◆ If under 18 years of age, can you provide proof of eligibility to work? *(circle one)* Yes / No
- ◆ Have you ever applied to us before? *(circle one)* Yes / No If yes, when? \_\_\_\_\_
- ◆ Do you have a valid driver's license? *(circle one)* Yes / No
- ◆ Are you willing to sign the DMV Information Request form that will enable us to validate your driving record? *(circle one)* Yes / No
- ◆ Do you have transportation or can you secure same to the work site? *(circle one)* Yes / No
- ◆ Is there an income withholding order for child support against you? *(circle one)* Yes / No
- ◆ Have you ever been convicted of a crime (other than a traffic violation)? *(circle one)* Yes / No  
Conviction will not necessarily disqualify you from employment. If yes, explain:  
  
\_\_\_\_\_

- ◆ Are you a citizen of the United States? *(circle one)* Yes / No
- ◆ If no, does your immigration status permit you to work? *(circle one)* Yes / No

Proof must be provided: Visa, green card, Social Security card, and driver's license.

*Your email address is required to run a criminal background check. Without providing a valid email address, your application will be considered null and void. By signing below, you are giving Jamerson-Lewis Construction consent to run your background check.*

*By completing the attached DMV Information Request form, you are agreeing to give Jamerson-Lewis Construction the authority to access your Motor Vehicle Record.*

APPLICANT ACKNOWLEDGEMENT: I CERTIFY THAT ALL OF THE INFORMATION GIVEN ON THIS APPLICATION IS TRUE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY WILLFUL MISSTATEMENT OF FACTS HEREIN IS GROUNDS FOR DISMISSAL FROM EMPLOYEMENT WITH JAMERSON-LEWIS CONSTRUCTION.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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## FOR OFFICE USE

Drug Test Results: NEG \_\_\_ POS \_\_\_

**This application will be retained for at least one year as required by federal antidiscrimination statutes.**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# INFORMATION REQUEST

**Purpose:** Use this form to request information from DMV records.

**Instructions:** Type or print clearly.

REQUESTER INFORMATION			
REQUESTER FULL NAME (last, first, mi, suffix) JAMERSON-LEWIS CONSTRUCTION, INC.			FEDERAL TAX ID OR SOCIAL SECURITY NUMBER* 46-4218641
EMAIL ADDRESS	ORGANIZATIONAL AFFILIATION (if any)	TELEPHONE NUMBER (434) 845-3468	USE AGREEMENT NUMBER (if applicable) 9299
STREET ADDRESS 1306 STEPHENSON AVE.		CITY LYNCHBURG	
STATE VA	ZIP CODE 24501	ACCESS CODE (if applicable)	TNC CERTIFICATE NUMBER (if applicable)
REASON FOR REQUEST (be specific) (attach additional sheets if necessary) Insurance requirement: Subject is an employee of requester and will be operating company vehicles.			

\* In accordance with Virginia Code §§2.2-803, 2.2-4807, and 58.1-520 et seq., the State Comptroller requires that the information requested on this application, including your social security number, be collected for debt set off collection purposes.

GOVERNMENT REQUESTER	
IDENTIFY PROPOSED USE AND LEGAL AUTHORITY (Attach additional pages if needed. Attach letter with case information)	
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Special District <input type="checkbox"/> Other (identify below)	
IF OTHER, IDENTIFY TYPE	
<input type="checkbox"/> Check here if you are an attorney for the Commonwealth requesting information pursuant to your authority under Va. Code § 15.2-1627.	CASE DATE
<input type="checkbox"/> Check here if you are a public defender requesting information pursuant to your authority under Va. Code § 19.2-163.3.	

SUBJECT INFORMATION			
If you are requesting driving record information, the subject will be the person you are requesting information on. If you are requesting vehicle information, the subject will be the vehicle owner (if available).			
SUBJECT FULL NAME (last, first, mi, suffix)		<input type="checkbox"/> CHECK TO INDICATE SUBJECT NAME AND ADDRESS IS THE SAME AS THE REQUESTER ABOVE.	
STREET ADDRESS			
CITY		STATE	ZIP CODE

INFORMATION REQUESTED	
Check one or more boxes below to indicate the type of information you wish to receive. All data fields must be completed for Driving Record Information, Vehicle Information and Decedent Photo Requests. For Police Crash Reports provide as much information as possible.	
<input checked="" type="checkbox"/> <b>DRIVING RECORD INFORMATION (Includes license history and conviction data) (complete SUBJECT INFORMATION above)</b>	
SUBJECT DRIVER LICENSE NUMBER	SUBJECT BIRTH DATE (mm/dd/yyyy)
REASON FOR REQUEST (Check one) <input type="checkbox"/> Insurance <input checked="" type="checkbox"/> Employment, School, or Military <input type="checkbox"/> Member/Applicant/Volunteer <input type="checkbox"/> Personal Use, Court, or Attorney <input type="checkbox"/> TNC	
An authorization from the subject is required for employers and others not authorized by Virginia code. I authorize the Department of Motor Vehicles to furnish, for this one time only, information pertaining to my driving record to the requester identified above.	
SUBJECT SIGNATURE	DATE (mm/dd/yyyy)

<input type="checkbox"/> <b>VEHICLE INFORMATION (Includes vehicle description and registration data) (complete SUBJECT INFORMATION above)</b>		
VEHICLE IDENTIFICATION NUMBER (VIN)	VEHICLE MAKE	VEHICLE YEAR

<input type="checkbox"/> <b>POLICE CRASH REPORT</b>	
<b>IMPORTANT NOTE:</b> The Department may only release a full crash report in accordance with VA Code § 46.2-380.	
Check one or more boxes to indicate your involvement in the crash:	
<input type="checkbox"/> I was a DRIVER.	<input type="checkbox"/> I was a PASSENGER.
<input type="checkbox"/> I legally REPRESENT a person injured or involved in the crash.	<input type="checkbox"/> I was injured in the crash or as a result thereof (ex: injured pedestrian).
<input type="checkbox"/> I am the parent or legal guardian of a <u>minor</u> injured or killed in the crash.	<input type="checkbox"/> I am the owner of a vehicle/property involved in the crash.
<input type="checkbox"/> I am the personal representative (guardian, executor, next of kin, etc.) of a person injured or killed in the crash.	
<input type="checkbox"/> I am an authorized representative of any insurance carrier reasonably anticipating exposure to civil liability as a consequence of the crash or to which a person has applied for issuance or renewal of a policy of automobile insurance.	

**INFORMATION REQUESTED (continued)**

CRASH DATE (mm/dd/yyyy)	TIME OF CRASH	CRASH LOCATION (highway or street name)	
CITY/COUNTY/TOWN WHERE CRASH OCCURRED		DRIVER FULL NAME (last, first, mi, suffix)	DRIVER LICENSE NUMBER
1. PASSENGER/PEDESTRIAN FULL NAME (last, first, mi, suffix)		2. PASSENGER/PEDESTRIAN FULL NAME (last, first, mi, suffix)	
3. PASSENGER/PEDESTRIAN FULL NAME (last, first, mi, suffix)		4. PASSENGER/PEDESTRIAN FULL NAME (last, first, mi, suffix)	

**DECEDENT PHOTO REQUEST** (requester *may* need to provide proof of death, i.e. copy of death certificate, executor papers, etc.)

DECEDENT FULL NAME (last, first, mi, suffix)	DECEDENT DMV CUSTOMER NUMBER
DECEDENT BIRTH DATE (mm/dd/yyyy)	Requester's relationship to decedent (check one): <input type="checkbox"/> Executor <input type="checkbox"/> Administrator

**OTHER INFORMATION (Be specific)**

**CERTIFICATION**

I understand that it is unlawful to use information provided by DMV for any purpose other than the one stated. I certify that the information I have requested with this form will be used only for the stated purpose and that any personal information I receive will not be used for the predominant purpose of solicitation of prospective clients.

I agree that the information I obtain in response to my request is considered privileged and confidential. I agree that such information is subject to the restrictions upon use and dissemination imposed by (1) the Federal Drivers Privacy Protection Act (18 USC § 2721 et seq.), (2) the Government Data Collection and Dissemination Practices Act (Va. Code § 2.2-3800 et seq.), (3) the provisions of Va. Code §§ 46.2-208 through 210, 46.2.212, and 58.1-3, and (4) any successor rules, regulations, or guidelines adopted by DMV with regard to disclosure or dissemination of any information obtained from DMV records or files, and I agree to comply with such restrictions and understand that any violation may result in damages, civil penalties, criminal penalties or other relief permitted pursuant to Virginia law. If representing a government entity, I agree that the information obtained will not be used for civil immigration purposes or knowingly disseminated to any third party for any purpose related to civil immigration enforcement. Distribution of privileged information, as described at Va. Code § 46.2-208, to any third party is prohibited unless specifically identified and agreed to by DMV.

For volunteer organizations identified in Va. Code § 46.2-208(B), I also certify that the subject of the information being requested is a member of, applicant for membership in or applicant to be a volunteer with my organization.

I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury, and I understand that knowingly making a false statement or representation on this form is a criminal violation.

REQUESTER SIGNATURE	DATE (mm/dd/yyyy)
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**CUSTOMER RECORDS FEES**

Driving Record .....	\$9.00	Supporting Documents (per page) .....	\$3.00
Vehicle Record .....	\$9.00	Motor Carrier Overweight Citation Record .....	\$8.00
Police Crash Report .....	\$8.00	Travel Emergency Photo Verification .....	\$9.00
Decedent Photo .....	\$9.00	Record Certification Fee (additional) .....	\$5.00
Driver/Vehicle Application .....	\$9.00		

**PAYMENT METHODS**

If you are mailing this request, DMV can only accept **check** or **money order** via mail.

<input type="checkbox"/> CHECK Made payable to DMV	ENTER CHECK AMOUNT	<input type="checkbox"/> MONEY ORDER Made payable to DMV	ENTER MONEY ORDER AMOUNT
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**DMV CUSTOMER SERVICE CENTER USE ONLY**

Proof of Requester's Identification		
<input type="checkbox"/> Valid Driver's License Number _____	<input type="checkbox"/> Other Photo Identification _____	
If referred to Headquarters to Fill Request, Complete:	Remarks/CSR Stamp	Fee Charged
CSR Name _____		\$
CSC Name (not CSC number) _____		