

## Pre-employment Procedure Notice

Thank you so much for applying to our company for employment, we take great pride in being one of the best employers in the Austin area and surrounding counties. There are procedures we follow to ensure that we are employing the best suited person for our company. Please look over the following steps that must be completed prior to being offered a position with us. If you are unable to complete any of the following please tell us now.

1. Completed application for employment. All areas must be completed in full, no attachment of resume's will be accepted in lieu of past employment information. If you would like to attach a resume in addition to the completed application we encourage you to do so.
2. Completed and signed "Disclosure of intent to obtain consumer reports or investigative consumer reports" form. We do criminal background checks on all prospective new employees. We obtain Consumer Credit Reports for certain positions.
3. Photocopy of valid Texas Drivers License and Social Security Card (if you do not have your social security card you may bring a receipt from the local social security office showing you have applied for a copy)
4. Completed drug test.
5. Current 5 year driving record
6. Must have a checking or savings account for direct deposit.

I fully understand the above requirements must all be completed prior to being offered a position with the company.

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Signature

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Printed name

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Signed: Department Manager

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