



Date

PHONE: (904) 396-1294~FAX: (904) 396-8049

Assistant Project Manager/Customer Service Pre-screening

Name

Home Phone Cell Phone Email

CCI is a drug-free work place, and this position requires that we conduct a pre-employment drug screen, criminal background check going back 10 years and a Motor Vehicle Report. Do you have any of the following driving record violations during the past 5 years:

- Driving speeds over 20 mph past speed limit Yes No
- No more than 2 violations in the past 5 years Yes No
- Suspended license during the past 5 years Yes No
- DUIs Yes No
- Reckless driving violations Yes No
- Manslaughter violations Yes No
- Racing violations Yes No
- Leaving the scene violations Yes No

Do you have any problem with submitting to a drug screening, criminal background check or an MVR Report? Yes No

Do you have any points on your driver's license? Yes No If yes, how many?

Do you have any experience in the construction or insurance industry? Yes No

If yes, how would you rate your knowledge of the field(s)?

What is your CWPM typing speed? Do you have multi-line telephone experience? Yes No

Do you have experience using MS Outlook? Yes No

Do you have experience using MS Word? Yes No

Do you have experience using MS Excel? Yes No

Do you have experience using MS Access? Yes No

Do you have experience using copiers? Yes No

Do you have experience using fax machines? Yes No

How would you rate your organizational experience/level?

Do you have any certifications or licenses related to these positions? Yes No

If yes, please list them

Have you read and understand the job description, and agree you can fulfill all the requirements of the position? Yes No

Please print this form along with your application and fax to us at (904) 396-8049 or email humanresources@ccirestorationservices.com