



Thank you for taking the time to complete this application and questionnaire. We at Case-Closed Investigations, Inc. are looking for qualified persons to serve with our company as Field Investigators. There are numerous private investigative agencies hiring for the same type of position every day. Here at Case-Closed we are searching for the cream of the crop. It may not be necessary for you to be experienced in the private investigative profession but only have the desire and talent to perform your responsibilities with both the integrity and ingenuity that will set you out above the norm.

We have developed this application and questionnaire to help both you and Case-Closed determine if you have the qualities and determination to become a part of our investigations team. After completing the application and questionnaire in full please submit it to:

**Human Resources
Case-Closed Investigations, Inc.
PO Box 26814
Winston-Salem, NC 27114-6814**

We will review your application and questionnaire. At that time, we will contact you regarding a personal interview.

Again thank you for your time and interest in becoming a team member of Case-Closed Investigations, Inc.



We deliver the truth.

APPLICATION FOR EMPLOYMENT

This company does not discriminate in hiring or employment on the basis or race, color, sex, religion, disability, national origin, citizenship, or on the basis of age with respect to persons 18 years or older. No question on this application is intended to secure information to be used for such discrimination. Proof of identity and work authorization will be required upon employment in accordance with federal regulations. CASE-CLOSED Investigations, Inc., intends to check and hold you responsible for the accuracy of the statements you make on this application. This application will remain on file for a period of sixty days. If I have not heard from CASE-CLOSED Investigations, Inc. within sixty days and wish to receive further consideration for employment, it will be necessary to complete another application form. If this application is not completed in full, I understand that I will not be considered for employment with CASE-CLOSED Investigations, Inc. AN EQUAL OPPORTUNITY EMPLOYER

Personal Data

Name _____

Social Security Number _____

Are you 18 years or older: Yes _____ No _____

Address _____

Telephone Number _____

Have you ever been convicted of a crime other than a minor traffic violation: Yes _____ No _____

If yes, please explain _____

(A "yes" answer to this question does not necessarily preclude consideration for employment)

Educational Data

Circle Highest Grade Completed

1 2 3 4 5 6 7 8 9 10 11 12
Grade, Junior High or High School

1 2 3 4 5
College

1 2 3 4
Graduate School

Type of School	Name of School	Location	Course of Study	Did you Graduate?
High School				
Trade School				
College				
Graduate School				

List Degree (s) obtained _____

Employment Data

Job applied for: _____ Salary Desired: _____
Have you ever applied for employment with CASE-CLOSED Investigations, Inc. before? _____ When: _____
Have you ever worked for CASE-CLOSED Investigations, Inc. before? _____ When: _____
Are you available to work any shift? _____ Any day of the week? _____
If not, when are you available? _____ When can you begin work? _____
Did a current CASE-CLOSED INVESTIGATIONS, INC. employee refer you to us? _____ If so, who? _____

Employment History

From (mo/yr) Company Telephone Starting Salary
_____ (____) _____ \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

From (mo/yr) Company Telephone Starting Salary
_____ (____) _____ \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

From (mo/yr) Company Telephone Starting Salary
_____ (____) _____ \$ _____ per _____
To (mo/yr) Address City State Zip Final Salary
_____ \$ _____ per _____
Supervisor's Name/Title Type of Business If this is your current employer, may we contact them? -

Your position/title Responsibilities/Duties

Reason for Leaving

Relatives working for CASE-CLOSED Investigations, Inc.

Name

Relationship

Military

Branch of Service: _____

Dates in Service: From (mo/yr) _____ **To (mo/yr)** _____

Duties in the service, include schools and training: _____

Special Skills/Certifications

What knowledge, special technical or computers, and/or other qualifications/certifications have you acquired from employment or other experience? Include any specific equipment that you proficiently operate.

The applicant affirms that he/she is able to walk, sit, stand, squat, bend and or kneel for extended periods of time, inside a vehicle, in the outdoors and or in an enclosed environment, in a variety of weather conditions consisting of but not limited to hot, cold, wet and dry conditions. May work in inclement weather when circumstances require, consisting of but not limited to hot, cold, wet and dry conditions. Hold, carry and or lift a video camcorder for extended periods and must be able to obtain video that meets with the standards of the agency, when required. Properly observe visually and have the sense of hearing of his/her surroundings. Read, write, and have proficient use of Microsoft Word, and the Internet. Will perform other related duties to the above according to supervisory instruction and direction.

References

List five (5) references who are not relatives and have known you for at least five years. One must be a former employer.

Name	Occupation	Years Known	Phone	Address

Affidavit

I authorize, without liability, CASE-CLOSED Investigations, Inc. to investigate all statements on this application.

I authorize all schools which I attended and all previous employers to furnish CASE-CLOSED Investigations, Inc. my record, reason for leaving and all information they may have concerning me, and hereby release them and CASE-CLOSED Investigations, Inc. from all liability for any damage whatsoever arising there from.

I authorize my neighbors, friends or others with whom I am acquainted with to furnish CASE -CLOSED Investigations, Inc. with information used in connection with the evaluation of my qualifications as a prospective employee. I release such persons and organizations from any legal liability in making such statements.

I understand that in the event of my employment with CASE-CLOSED Investigations, Inc., it shall be sufficient cause for dismissal if any of the information I have given in this application or the attached resume is false or if I have failed to give any information herein requested. I understand that proof of identity and work authorization will be required upon employment in accordance with federal regulations. In the event of my employment with CASE-CLOSED Investigations, Inc., I agree to abide by all present and future issued rules of the Company.

As part of the application process with CASE-CLOSED Investigations, Inc., I understand that I may be subject to random criminal, civil, driving, or background check. If any of these investigations/checks reveal any negative information, I understand I may be denied employment.

Applicant Signature: _____
Today's Date: _____



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Information / Disclosure Release

The purpose of this agreement is to inform you that as part of our procedure for processing your employment application, an outside agency will make an investigative report and present it to us for review. The report may include Criminal Background search, Driving Record Check and a Credit Report. By signing this document you are releasing any and all persons, companies, agencies, or others from liability resulting from your background investigation.

Applicant / Employment Signature: _____ Date: _____

Please type or print all information:

Last name First name Middle name Maiden name

Social Security # Date of Birth Sex Race

Note: Indicate below, where you have lived for the past ten years

Current Address: _____
YRS ____ MOS ____ Street Address City State Zip

Previous Address: _____
YRS ____ MOS ____ Street Address City State Zip

Previous Address: _____
YRS ____ MOS ____ Street Address City State Zip

Previous Address: _____
YRS ____ MOS ____ Street Address City State Zip

For Office Use Only:

- Statewide Criminal Records: States to search:
Countrywide Criminal Records: States to search:
Federal Criminal Records: States to search:
DMV Report
Credit Card Report
License Verification
Other:

- Education Verification
Employment Verification
Personal References
SS# Verification
Address Verification

Authorized by: _____



We deliver the truth.

EMPLOYMENT CANDIDATE QUESTIONNAIRE

DATE: _____

NAME: _____

SOCIAL SECURITY NUMBER: _____

Have you completed a Case-Closed Investigations, Inc. Employment Application? Yes No

Are you looking for full or part-time employment? Full-time Part-time

Are you at least 18 years of age? Yes No

Are you currently employed? Yes No
If so, how long at your current employer? _____

If you are considered for this position may we contact your employer? Yes No

Do you own a car? Yes No

Do you own more than one car? Yes No

Will you invest in equipment and cosmetic additions to your vehicle? Yes No

Please list your vehicles by make and model. _____

Do you have automobile liability insurance with limits of at least \$300,000.00? Yes No

How long have you lived at your current address? _____

Have you any military experience? Yes No

Have you any law enforcement experience? Yes No

Do you own a computer with Internet access? Yes No
If so, what is your e-mail address? _____

Do you have typing and other computer skills? Yes No

Do you own a video camera? Yes No

If you do not currently own a video camera / 35mm camera or other investigative tools, would you be willing to purchase such tools to work with Case-Closed?

If needed would you be able to travel and be away from home for several days in a row?

Do you know any licensed private investigators?

Can you meet the requirements of licensure in your state? Will you take a drug screen test?

If so, please list the make and model: _____
Yes No
Yes No
Yes No
Yes No
Yes No

Do you use alcoholic beverages or tobacco products? Yes No *If so, to what extent?*

Do your acquaintances (employers, friends, family, co-workers and others) consider you to be:
An honest person? Dependable? Responsible? Dedicated? A Hard worker?

Do you consider yourself a person who strives for excellence in the performance of your duties? Yes No

Do you play any sports? Yes No

What are your hobbies? _____

Are others constantly telling you what to do while you are working? Yes No

Do you like to work alone? Yes No

Can you adapt well to changes in locations, weather, and ethnic diversity? Yes No

Do you like learning new things and seeing new places on a regular basis? Yes No

Are you a quick thinker? Yes No

Do you have experience in surveillance / investigations?

Yes No

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Case-Closed Investigations, Inc.

Employment Candidate Application & Questionnaire

Initials

Would you attend training sessions at the office and other locations?	Yes	No
Do you understand that your employment may be contingent upon your ability to maintain mobile and stationary surveillance of others along with the ability to conduct investigations as required by the Company and their clients?	Yes	No
Do you know what cardinal directions are?	Yes	No
Can you describe colors?	Yes	No
Can you distinguish vehicle make and models?	Yes	No
Can you respond to assignment with a short notice?	Yes	No
Are your writing, speaking and other communications skills proficient?	Yes	No
Are you able to work variable hours day and night?	Yes	No
Are you able to work weekends and holidays?	Yes	No
Can you accept employment and wait 90 days to begin benefits such as health insurance, Credit Union, etc.?	Yes	No
Describe what you believe a private investigator's responsibilities are?		

Employees of Case-Closed Investigations, Inc. pay for their license and license process for the first year of licensing in their home state. They provide the tools and equipment necessary to perform their investigative responsibilities. Will you be able to do so if employed by Case-Closed?

Yes No

Do you have or are you willing to purchase the following tools and equipment necessary to perform the duties and responsibilities as an employee of Case-Closed Investigations, Inc?

Binoculars?	8mm video camera?	Personal computer?
Facsimile machine?		Pager?
Home telephone with answering system?		Maps?
35mm camera?		Tripod / monopod?
Camouflage?		

Provide your thoughts on what you think it takes to be a successful field investigator?

Signature _____ **Date** _____

Print Name _____

[PDF to Word](#)