



# COLOMBO DOMESTICS

EXCELLENCE IN HOUSEHOLD STAFFING

Dear Applicant,

Thank you for applying with Colombo Domestics. We will do our very best to help you find the job you are searching for. Kindly complete our application and return it to us via fax or email.

Once we receive and review your application, we will call you to schedule an interview at our Fairfield office. It will be necessary to have proper identification with you. You must have a driver's license. In addition to that, you must present either your social security card, green card or U.S. Passport. If you have any questions about identification, please call us. Please also send in, or bring with you, any letters of reference from previous employers.

We are looking forward to meeting you soon!

**Fax 877.532.0177**

or

**[Cory@ColomboDomestics.com](mailto:Cory@ColomboDomestics.com)**

**Thank you!**

Colombo Domestics LLC

203.955.1974

1305 Post Rd

fax 877.532.0177

Suite 106

Fairfield, CT

www.ColomboDomestics.com

Cory@ColomboDomestics.com

Name: \_\_\_\_\_ Social Security # \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Position Desired \_\_\_\_\_ Live In \_\_\_ Live Out \_\_\_

Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_

How did you hear about Colombo Domestics? \_\_\_\_\_

Check One: Citizen \_\_\_ Green Card \_\_\_ Work Authorization \_\_\_

Please provide an emergency Contact Person and telephone number

Do you have a driver's license? Yes \_\_\_ No \_\_\_ Issued by the State of \_\_\_\_\_

Have you ever been convicted of or pled guilty to a criminal offense, other than non-moving traffic violations?

Yes \_\_\_ No \_\_\_

A conviction will not necessarily be a bar to employment. Please describe the nature of the criminal offense, the date of the conviction/plea and your rehabilitation since your conviction. \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

Name & Location	Years Completed	Course of Study
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Days and hours you are available to work:**

Monday \_\_\_\_\_  
 Tuesday \_\_\_\_\_  
 Wednesday \_\_\_\_\_  
 Thursday \_\_\_\_\_  
 Friday \_\_\_\_\_  
 Saturday \_\_\_\_\_  
 Sunday \_\_\_\_\_

Do you smoke? Y \_\_\_ N \_\_\_  
 Do you own a car? Y \_\_\_ N \_\_\_  
 Do you have Allergies? Y \_\_\_ N \_\_\_  
 Will you care for pets? Y \_\_\_ N \_\_\_  
 Do you swim? Y \_\_\_ N \_\_\_  
 Will you wear a uniform? Y \_\_\_ N \_\_\_  
 Will you work in a home with Children? Y \_\_\_ N \_\_\_

Please summarize your skills and qualifications acquired from prior employment and other experiences that qualify you for the position you are seeking.

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**Remarks:**

**Please indicated the responsibilities that apply to you on your current and or past positions.**

- Cook**            excellent \_\_\_ very good \_\_\_ good \_\_\_ family\_\_\_ parties \_\_\_
- Laundry**       Children \_\_\_ Parents \_\_\_ washing \_\_\_ pressing \_\_\_ table linens \_\_\_ sheets \_\_\_ shirts \_\_\_ steaming
- Housekeeper**    Housecleaner\_\_\_ daily \_\_\_ Manager\_\_\_ oversee staff \_\_\_ deal with vendors\_\_\_ errands & shopping \_\_\_
- Childcare**      Full Charge Nanny \_\_\_ Babysitter \_\_\_ Drive Children \_\_\_\_\_
- Gardener**       flowers \_\_\_ lawns\_\_\_ formal gardens\_\_\_ trees\_\_\_ shrubs\_\_\_ greenhouse\_\_\_
- Caretaker**      plumbing\_\_\_ electric \_\_\_ mason \_\_\_ carpentry\_\_\_ painting\_\_\_ pool \_\_\_ auto care \_\_\_
- Houseman** \_\_\_ **Butler**\_\_\_ **Valet** \_\_\_
- clean \_\_\_ polish \_\_\_ antiques\_\_\_ art work\_\_\_
- formal\_\_\_ informal\_\_\_ set table\_\_\_ knowledge of wines \_\_\_oversee vendors\_\_\_
- pay bills \_\_\_ oversee staff \_\_\_ Responsible for household accounts \_\_\_

**Notes:**

**EMPLOYMENT HISTORY:**

**Dates employed: From** \_\_\_\_\_ **To:** \_\_\_\_\_ **Salary** \_\_\_\_\_ **Live In** \_\_\_ **Live Out** \_\_\_

Employer \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Responsibilities:

\_\_\_\_\_

What were the ages of the children when you began this job?

\_\_\_\_\_

Why did this job end?

\_\_\_\_\_

**Dates employed: From** \_\_\_\_\_ **To:** \_\_\_\_\_ **Salary** \_\_\_\_\_ **Live In** \_\_\_ **Live Out** \_\_\_

Employer \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Responsibilities:

\_\_\_\_\_

What were the ages of the children when you began this job?

\_\_\_\_\_

Why did this job end?

\_\_\_\_\_

**Dates employed: From** \_\_\_\_\_ **To:** \_\_\_\_\_ **Salary** \_\_\_\_\_ **Live In** \_\_\_ **Live Out** \_\_\_

Employer \_\_\_\_\_

Home Telephone \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ May we contact this employer? Yes \_\_\_ No \_\_\_

Responsibilities:

\_\_\_\_\_

What were the ages of the children when you began this job?

\_\_\_\_\_

Why did this job end?

\_\_\_\_\_

# **DISCLOSURE AND AUTHORIZATION FORM TO OBTAIN CONSUMER REPORTS FOR EMPLOYMENT PURPOSES**

*Please Read Carefully Before Signing the Authorization*

## **DISCLOSURE**

In considering you for employment and, if you are employed, in considering you for subsequent promotion, assignment, reassignment, retention, or discipline, Colombo Domestics LLC (“the Company”) may request and rely upon one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as IntelliCorp Records, Inc.

For explanation purposes:

- a “consumer report” is a written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or in part for the purpose of serving as a factor in making an employment-related decision about you. Such information may include, for example, credit information, criminal history reports, or driving records; and
- an “investigative consumer report” is a consumer report in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information. In the event an investigative consumer report is requested about you, you are entitled to additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Reporting Act (“FCRA”).

Under the FCRA, before the Company can obtain a consumer report or investigative consumer report about you for employment purposes, we must have your written authorization. Before we take adverse action on the basis, in whole or in part, of information in that report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

## AUTHORIZATION

I have read and understand the foregoing Disclosure, and authorize the Company to obtain and rely upon consumer reports or investigative consumer reports in considering me for employment and, if I am employed, in considering me for subsequent promotion, assignment, reassignment, retention, or discipline. By my signature below, I authorize the Company to obtain any such reports and to share the information received with any person involved in the employment decision about me.

I do \_\_\_\_\_ do not \_\_\_\_\_ authorize you to contact *my current* employer for Employment and Reference Verifications

(This will authorize immediate inquiries to the Human Resources Department and to any listed supervisors or references in the Employment/Reference Section of your application.)

I also agree that this Disclosure and Authorization in original, faxed, photocopied, or electronic (including electronically signed) form will be valid for any consumer reports or investigative consumer reports that may be requested about me by or on behalf of the Company.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **Personal Data**

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Current Address

\_\_\_\_\_  
Dates Lived Here

\_\_\_\_\_  
Addresses for the Past Seven Years: (include street, city, state, zip code)

\_\_\_\_\_  
Dates of Residence:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Other Names Used (including maiden name)

\_\_\_\_\_  
Years Used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State

\_\_\_\_\_  
Email address (may be used for official correspondence)

I have the right to make a request to **IntelliCorp Records, Inc**, upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including sources of information, and the recipients of any reports on me which **IntelliCorp Records, Inc** has previously furnished within the two year period preceding my request.

I certify that all elements of the personal data I have provided are true, accurate and complete. I understand and agree that any omission, false statement, misleading statement, or answer made by me on my application or any supplements to it and in any interviews will be sufficient grounds for rejection of employment and my discharge after employment.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

## **INFORMATION FOR INTELICORP CUSTOMERS ON ADDITIONAL STATE LAW REQUIREMENTS**

***DISCLAIMER: THE DISCLOSURE AND AUTHORIZATION FORM, AND THE DISCUSSION OF STATE REQUIREMENTS BELOW, ARE NOT MEANT TO PROVIDE LEGAL ADVICE OF ANY KIND. LEGAL ADVICE SHOULD BE SOUGHT FROM YOUR ATTORNEY IN CONNECTION WITH THE USE OF THESE FORMS OR THE DETERMINATION OF STATE LAW REQUIREMENTS THAT MAY BE APPLICABLE TO YOU. INTELICORP RECORDS, INC. MAKES NO CLAIMS, PROMISES OR GUARANTEES ABOUT THE ACCURACY, COMPLETENESS, OR ADEQUACY OF THE INFORMATION CONTAINED HEREIN.***

***IN ADDITION TO THE FOREGOING DISCLOSURE AND AUTHORIZATION FORM NEEDED TO COMPLY WITH THE FEDERAL FAIR CREDIT REPORTING ACT, VARIOUS STATES IMPOSE ADDITIONAL DISCLOSURE OR OTHER OBLIGATIONS ON EMPLOYERS WHEN THEY OBTAIN CONSUMER REPORTS OR INVESTIGATIVE CONSUMER REPORTS ON EMPLOYEES OR APPLICANTS.***

***THE FOLLOWING IS A SUMMARY OF POSSIBLE STATE REQUIREMENTS.***

- 1. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA, MINNESOTA, AND OKLAHOMA, you should add the following language to the end of the Authorization:**
  - You may request a free copy of any consumer report or investigative consumer report we obtain on you by checking the box.
  
- 2. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN CALIFORNIA:**

*Under California Civil Code §§ 1786.16(a)(2) and 1786.22, the following additional disclosure should be provided before procuring a consumer report:*

**We will be obtaining a consumer report from [name, address, and telephone number of the consumer reporting agency]. You have the right to request from that agency, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which the agency has previously furnished within the three-year period preceding your request. You may view the file maintained on you by the agency during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.**



**3. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN NEW YORK:**

*Under Article 25 Section 380-g of the New York General Business Law, if an employer receives a consumer report containing criminal conviction information, the employer must provide the applicant or employee who is the subject of the report, a printed or electronic copy of Article 23-A of the New York Correction Law, which governs the employment of persons previously convicted of one or more criminal offenses.*

**4. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN WASHINGTON STATE:**

*Under the Washington Fair Credit Reporting Act, you have the right to ask IntelliCorp for a written summary of your rights. If you submit a request to Employer in writing, you have the right to get from Employer a complete and accurate disclosure of the nature and scope of the investigative consumer report Employer ordered, if any. If Employer obtains information bearing on your credit worthiness, credit standing or credit capacity, it will be used to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being considered.*

**5. WITH REGARD TO INDIVIDUALS WHO ARE OR WILL BE EMPLOYED IN OREGON:**

*Information describing your rights under federal and Oregon law regarding consumer identity theft protection, the storage and disposal of your credit information, and remedies available should you suspect or find that Employer has not maintained secured records is available to you upon request*

**ADDITIONAL NOTES:**

- A. If you intend to obtain a “credit report” to be used for employment purposes, you should be aware that a number of states have enacted laws to limit the use of such reports, and other states are considering such legislation. A ‘credit report’ is a type of consumer report that contains information on a consumer’s credit worthiness, credit standing, or credit capacity. A good source of information about state law restrictions on the use of credit reports for employment purposes is:**

<http://www.ncsl.org/issues-research/banking/use-of-credit-information-in-employment-2011-legis.aspx>

- B. A number of states, through statutes or administrative regulations, also impose limitations on employers asking applicants about arrests and/or convictions. You should review your state’s laws and regulations in this regard.**



## **Driving Record Waiver / Authorization**

I hereby consent and authorize: **SearchFirst Information Services** to conduct investigation with the appropriate state for the release of my driving records abstract. This driving record search will include all current employees employed with **Colombo Domestics, LLC**

**I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY SEARCHFIRST TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

Upon presentation of proper identification, I have the right to request the nature and substance of all information in your or your agent’s files on me, including the sources of information.

This authorization shall remain on file and shall serve as ongoing authorization for you to procure consumer reports at any time during my employment (or contract period).

**\*\*\* PLEASE PRINT CLEARLY \*\*\***

**Print Name of Employee:**

(Last name, First name Middle)-----

**Maiden Name:**

(Or other names & dates used by applicant)\_\_\_\_\_

**Social Security No.**\_\_\_\_\_ **Date of Birth\***\_\_\_\_\_

(\* ) Date of Birth is requested only in order to verify identity and/or obtain accurate retrieval of records.

**Driver’s License No.**\_\_\_\_\_ **State**\_\_\_\_\_

I may request a copy of any report that is prepared regarding me and a “Summary of Your Rights under the Fair Credit Reporting”. I may also request the nature and substance of all information about me contained in the files of the consumer reporting agency. I understand that I have the right to inspect those files with reasonable notice during regular business hours and I may be accompanied by one (1) other person. The consumer reporting agency is required to provide someone to explain the contents of my file. I understand proper identification will be required and I should direct all my requests to: SearchFirst Information Service, Inc., PO BOX 5047, Largo, FL 33779  
Phone: 1-888-807-3272 or fax 1-866-707-3272



**California: Are you employed in or reside in California?**

YES       NO

**California, Minnesota or Oklahoma: Are you employed in, or a resident of one of those three (3) states? If so do you wish to receive a copy of any consumer report you are the subject of?**

YES      NO      

**Maine and New York: You have the right, upon request, to be informed of whether a consumer report about you was requested by the above named company.**

**All Other US States: Please contact SearchFirst at 1-888-807-3272 or the address above to request a copy of your consumer report.**

**I authorize the above named company to procure a Consumer Report about me from SearchFirst Information Services, Inc. I am willing to let a photocopy of this authorization be accepted with the same authority as the original.**

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

**Signature:** \_\_\_\_\_



**A Summary Under Your Rights  
FAIR CREDIT REPORTING ACT**

Disclosure

As an applicant for employment or tenant screening, or a current employee, you are a consumer with rights under the ***Fair Credit Reporting Act***. When any of the following circumstances exist, we may choose to obtain and use information contained in either a consumer report or an investigative consumer reporting agency about you when: (1) considering your application for employment, (2) making a decision whether to offer you employment, (3) deciding whether to continue your employment (if you are hired), or (4) making other employment-related decisions directly affecting you. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 Grant Street N.W., Washington, DC 20006.**

*Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G. Street, N.W., Washington, DC 20006.*

For explanation purposes, a "consumer reporting agency" is a person or business, which, for monetary fees, or on a cooperative basis, regularly assembles or evaluates consumer credit information or other information on consumers for the purpose of furnishing consumer reports to us.

A "consumer report" means any written, oral or other communication of any information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected in whole or part for the purpose of serving as a factor in establishing your eligibility for employment purposes and or tenant screening. This information may include, but not limited to; credit information, criminal history reports, driving records, etc.

An "investigative consumer report" means a consumer report or portion thereof in which information on your character, general reputation, personal characteristics, or mode of living is obtained through personal interviews with your neighbors, friends, or associates reported on or others with whom you are acquainted who may have knowledge concerning any such items of information.

In the event a consumer report is prepared, you may request additional disclosures regarding the nature and scope of the investigation requested, as well as a written summary of your rights under the Fair Credit Report Act. You must be told if information in your file/report has been used against you. Anyone who uses a consumer report to deny your application for employment or take adverse action against you must inform you of this. They must also provide you with the company's name, address and phone number of the reporting agency.

***I have read and understand the foregoing DISCLOSURE as set forth above and authorize SearchFirst to conduct a "consumer report."***

Dated: \_\_\_\_\_

**AUTHORIZATION**

**By signing below, I \_\_\_\_\_, hereby voluntarily authorize either a consumer report or an investigative consumer report about me from a consumer reporting agency and that this information can be considered when making decisions regarding my employment. I understand that I have rights under the Fair Credit Reporting Act, including the rights discussed in the attached DISCLOSURE form.**

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