

# APPLICATION FOR EMPLOYMENT

Company Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State and Zip Code \_\_\_\_\_

**Applicant: Read and sign before submitting this application.**

I understand that the information in this application will be used and that prior employers will be contacted for purposes of investigation as required by section 391.23 of the Federal Motor Carrier Safety Regulations.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
First Middle Last Telephone

\*Current Address \_\_\_\_\_  
Street City State Zip Code

*\*If at the above address less than three years. List all residences for the past three years. Attach a separate sheet if necessary*

Street City State Zip Code

Street City State Zip Code

Date of Birth \_\_\_\_\_ (Answer only if applying for driving position) Social Security No. \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_ PHONE: (\_\_\_\_\_) \_\_\_\_\_

Address City State Zip Code

Position applying For: \_\_\_\_\_ Temporary  Part Time  Full Time

Referred by \_\_\_\_\_ Rate of expected pay \_\_\_\_\_

Have you worked for this Company before? Yes  No  Dates: From \_\_\_\_\_ To \_\_\_\_\_  
Month Day Year Month Day Year

Where \_\_\_\_\_ Rate of Pay \_\_\_\_\_ Position \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Names of any relatives employed by this Company \_\_\_\_\_

Are you currently employed? Yes  No  If not, how long since leaving last employment \_\_\_\_\_

## GENERAL INFORMATION

Have you ever been bonded? Yes  No  Name of bonding company \_\_\_\_\_

Have you ever been convicted of a felony? Yes  No  If yes, please explain on a separate sheet of paper. Conviction of a crime is not automatic bar for employment – all circumstances will be considered.

Have you ever worked for this Company under another name? Yes  No  If yes, under what name \_\_\_\_\_

## EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12 College 1 2 3 4

Last school attended \_\_\_\_\_

Name

Address

### EMPLOYMENT RECORD

The U.S. Department of Transportation requires that driver applicants show all employment for the past three years. Effective July 1987 they must also show driver employment for the seven years immediately preceding this three-year period. 391.21 (b) (10) (11)

Start with last or current position, including military experience, and work back. (Attach a separate sheet if necessary.)

|  |  |
|--|--|
| Current Employer _____<br>Address _____<br>Position Held _____<br>Reason for leaving _____<br>Company _____<br>Address _____<br>Position Held _____<br>Reason for leaving _____<br>Company _____<br>Address _____<br>Position Held _____<br>Reason for leaving _____ | Supervisor's Name _____<br>Phone (_____) _____<br>From _____ To _____ Salary _____<br><small style="margin-left: 40px;">month/year                      month/year</small><br>Supervisor's Name _____<br>Phone (_____) _____<br>From _____ To _____ Salary _____<br><small style="margin-left: 40px;">month/year                      month/year</small><br>Supervisor's Name _____<br>Phone (_____) _____<br>From _____ To _____ Salary _____<br><small style="margin-left: 40px;">month/year                      month/year</small> |
|--|--|

### DRIVER EXPERIENCE & QUALIFICATIONS

#### LICENSES

| Driver licenses held in past three years must be shown | STATE | LICENSE NUMBER | TYPE | EXPIRATION DATE |
|--|-------|----------------|------|-----------------|
|  |       |                |      |                 |
|  |       |                |      |                 |
|  |       |                |      |                 |

1. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes  No
2. Has any license, permit or privilege ever been suspended or revoked? Yes  No
3. Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations? Yes  No

If you answered, "yes" to 1, 2, or 3, attach a statement giving details.

#### DRIVING EXPERIENCE

| CLASS OF EQUIPMENT       | TYPE OF EQUIPMENT<br><small>(vans, tank, flat, etc.)</small> | DATES |    | APPROXIMATE TOTAL MILES |
|--------------------------|--|-------|----|-------------------------|
|                          |  | FROM  | TO |                         |
| Straight Truck           |  |       |    |                         |
| Tractor and Semi-Trailer |  |       |    |                         |
| Doubles/Triples          |  |       |    |                         |
| Other                    |  |       |    |                         |

List states operated in during last five years \_\_\_\_\_

List special courses or training that will help you as a driver \_\_\_\_\_

#### ACCIDENT REVIEW FOR PAST THREE YEARS (Attach a separate sheet of paper if more space is needed)

| DATES         | NATURE OF ACCIDENT<br><small>(head on, rear-end upset, etc)</small> | FATALITIES | INJURIES |
|---------------|---|------------|----------|
| Last Accident |   |            |          |
| Next Previous |   |            |          |
| Next Previous |   |            |          |

#### TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST THREE YEARS OTHER THAN PARKING VIOLATIONS

| LOCATION | DATE | CHARGE | PENALTY |
|----------|------|--------|---------|
|          |      |        |         |
|          |      |        |         |

**MAINTENANCE EXPERIENCE AND QUALIFICATIONS**

List courses and training in maintenance work \_\_\_\_\_

**JOB FUNCTION**

| INDICATE TRAINING AND EXPERIENCE IN THE FOLLOWING: | FORMAL TRAINING (check) | YEARS OF EXPERIENCE | AREA                      | FORMAL TRAINING (check) | YEARS OF EXPERIENCE |
|--|-------------------------|---------------------|---------------------------|-------------------------|---------------------|
| DRIVE LINE COMPONENTS                              |                         |                     | BODY WORK                 |                         |                     |
| DIESEL ENGINE TUNE-UP AND REBUILD                  |                         |                     | ELECTRICAL REPAIR         |                         |                     |
| GAS ENGINE TUNE-UP AND REBUILD                     |                         |                     | FRAME AND WHEEL ALIGNMENT |                         |                     |
| TIRE SERVICE                                       |                         |                     | BRAKES                    |                         |                     |
| TRAILER REPAIR                                     |                         |                     | COOLING SYSTEM            |                         |                     |
| AIR CONDITIONING                                   |                         |                     | INSPECTIONS DOT/CHP       |                         |                     |
|  |                         |                     | GENERAL AUTO REPAIR       |                         |                     |

**SHOP EQUIPMENT**

| INDICATE TRAINING AND EXPERIENCE IN THE FOLLOWING: | FORMAL TRAINING (check) | YEARS OF EXPERIENCE | AREA                      | FORMAL TRAINING (check) | YEARS OF EXPERIENCE |
|--|-------------------------|---------------------|---------------------------|-------------------------|---------------------|
| ELECTRICAL DIAGNOSTIC EQUIPMENT                    |                         |                     | WHEEL & TIRE              |                         |                     |
|  |                         |                     | BALANCING MACHINE         |                         |                     |
| SHEET METAL EQUIPMENT                              |                         |                     | TIRE RECAPING MOLD        |                         |                     |
| FRAME & AXLE                                       |                         |                     | ENGINE DYNAMOMETER        |                         |                     |
| STRAIGHTENING EQUIPMENT                            |                         |                     | CHASSIS DYNAMOMETER       |                         |                     |
| ENGINE REBUILDING EQUIPMENT                        |                         |                     | MAGNETIC CRACK DETECTOR   |                         |                     |
|  |                         |                     | ENGINE ANALYZER           |                         |                     |
| DIESEL INJECTION EQUIPMENT                         |                         |                     | NOISE MEASURING EQUIPMENT |                         |                     |
| ELECTRIC WELDER                                    |                         |                     | SMOKE MEASURING EQUIPMENT |                         |                     |
| OXYACETYLENE WELDER                                |                         |                     |                           |                         |                     |
| PAINT SPRAY GUN                                    |                         |                     | INSPECTIONS               |                         |                     |
| AIR CONDITIONING                                   |                         |                     | GENERAL CAR REPAIR        |                         |                     |
| TIRE SERVICING MACHINE                             |                         |                     |                           |                         |                     |

**CLERICAL EXPERIENCE & QUALIFICATIONS**

List courses and training in office work \_\_\_\_\_

| INDICATE TRAINING AND EXPERIENCE IN THE FOLLOWING: | FORMAL TRAINING (check) | YEARS OF EXPERIENCE | AREA                                  | FORMAL TRAINING (check) | YEARS OF EXPERIENCE |
|--|-------------------------|---------------------|---------------------------------------|-------------------------|---------------------|
| TYPING (wpm)                                       |                         |                     | PHOTOCOPIER                           |                         |                     |
| SHORTHAND (wpm)                                    |                         |                     | DICTATING MACHINE                     |                         |                     |
| BILLING  |                         |                     | BOOKKEEPING MACHINE                   |                         |                     |
| FILING   |                         |                     | SWITCHBOARD EQUIPMENT (Indicate type) |                         |                     |
| COMPUTERS (Indicate software)                      |                         |                     | TABULATOR                             |                         |                     |
| WORD PROCESSING EQUIPMENT                          |                         |                     | ACCOUNTING                            |                         |                     |
|  |                         |                     | O S & D                               |                         |                     |
| KEY PUNCH  |                         |                     | INTERLINE                             |                         |                     |
| CALCULATOR   |                         |                     | CLAIMS                                |                         |                     |
| ADDING MACHINE                                     |                         |                     | CASHIER                               |                         |                     |
| FAX MACHINE  |                         |                     | DISPATCHER                            |                         |                     |

Rates (Indicate tariffs with which you have worked) \_\_\_\_\_

**PLATFORM EXPERIENCE & QUALIFICATIONS**

List types of platform experience and number of years of each \_\_\_\_\_

List platform equipment you can operate (lift truck, etc.) \_\_\_\_\_

List courses or training in platform work \_\_\_\_\_

**APPLICANT MUST READ AND SIGN**

It is agreed and understood that the employer or his agents may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not and applicant releases employers and persons named herein from all liability for any damage resulting from furnishing such information.

It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, I have been told that this investigation may include investigative Consumer Report, including information regarding my character, general reputation, personal characteristics and mode of living.

I agree to furnish such additional information and complete such examinations and forms as may be required to complete my employment file.

I understand that this application is not an employment contract and that, if hired, my employment and compensation can be terminated, with or without cause, at any time at the option of either the company or myself.

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY – PROCESS RECORD**

Applicant hired Yes  No

Date employed \_\_\_\_\_ Point employed \_\_\_\_\_

Department \_\_\_\_\_ Classification \_\_\_\_\_

(If not hired, summary report of reasons should be placed in file)

**THIS SECTION SHOULD BE FILLED IN BY CORPORATE OFFICER OR COMPANY REPRESENTATIVE**

|                         | SUPERIOR | GOOD | FAIR | BELOW AVERAGE | POOR | WRITTEN RECORD ON FILE |
|-------------------------|----------|------|------|---------------|------|------------------------|
| APPLICATION             |          |      |      |               |      |                        |
| INTERVIEW               |          |      |      |               |      |                        |
| PHYSICAL EXAM           |          |      |      |               |      |                        |
| PAST EMPLOYMENT         |          |      |      |               |      |                        |
| WRITTEN EXAM            |          |      |      |               |      |                        |
| ROAD TEST               |          |      |      |               |      |                        |
| POLICY & TRAFFIC RECORD |          |      |      |               |      |                        |

Signature of Interviewing Officer \_\_\_\_\_ Date \_\_\_\_\_

**TRANSFERS**

From \_\_\_\_\_ To \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

Reason for Transfer \_\_\_\_\_ Reason for Transfer \_\_\_\_\_

**TERMINATION OF EMPLOYMENT**

Date Terminated \_\_\_\_\_ Department Released From \_\_\_\_\_

Dismissed \_\_\_\_\_ Resignation \_\_\_\_\_ Other \_\_\_\_\_

Termination Report Placed in File \_\_\_\_\_ Supervisor \_\_\_\_\_