

**APPLICATION FOR EMPLOYMENT  
AND  
PERSONNEL RECORD**

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

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job related medical condition or handicap, or any other legally protected status.

I understand and authorize that the information in this application will be verified and that prior employers may be contacted.

\_\_\_\_\_  
*(Signature of Applicant)* \_\_\_\_\_ *(Date)*

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

Address \_\_\_\_\_  
*(Number)* \_\_\_\_\_ *(Street)* \_\_\_\_\_ *(City)* \_\_\_\_\_ *(State)* \_\_\_\_\_ *(Zip Code)*

Telephone Number(s) \_\_\_\_\_ SS# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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**GENERAL INFORMATION**

Position applied for \_\_\_\_\_

Have you worked for this company before? \_\_\_\_\_ Dates: From \_\_\_\_\_ To \_\_\_\_\_

How did you learn about us? Referral source \_\_\_\_\_

Do you belong to a union? \_\_\_\_\_ Which union/local? \_\_\_\_\_

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? \_\_\_\_\_ *(Proof of Citizenship or immigration status will be required upon employment.)*

Have you been convicted of a felony? \_\_\_\_\_ If yes, please explain \_\_\_\_\_

*(Conviction will not necessarily disqualify an applicant from employment.)*

Can you travel if a job requires it? \_\_\_\_\_

Please describe any position, jobs or duties for which you should not be considered because of physical, medical or mental disabilities \_\_\_\_\_

Date of last DOT physical examination \_\_\_\_\_

## EDUCATION

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

Last school attended \_\_\_\_\_  
(Name) (Address)

## EMPLOYMENT RECORD

Last employer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Position Held \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_

Second last employer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Position Held \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_

Third last employer: Name \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_ Position Held \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_ Reason for leaving \_\_\_\_\_  
Hourly Rate/Salary \_\_\_\_\_

## EXPERIENCE & QUALIFICATIONS

### DRIVING EXPERIENCE:

Driver License: \_\_\_\_\_  
(State) (License Number) (Type) (Expiration Date)

Have you ever been denied a license, permit or privilege to operate a motor vehicle? \_\_\_\_\_

Has any license, permit or privilege ever been suspended or revoked? \_\_\_\_\_

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (Van, Tank, Flat, Etc.)	HOW LONG? (No. of Years)
Straight Truck	_____	_____
Tractor & Semi-Trailer	_____	_____
Other	_____	_____

List states operated in for last five years

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Courses or training that will help you as a driver

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**ACCIDENT REVIEW – FOR PAST 3 YEARS**

DATES	NATURE OF ACCIDENT	FATALITIES/INJURIES
Last Accident: _____	_____	_____
Previous: _____	_____	_____
Previous: _____	_____	_____

**TRAFFIC CONVICTIONS & FORFEITURES – FOR PAST 3 YEARS**  
*(OTHER THAN PARKING VIOLATIONS)*

LOCATION	DATE	CHARGE	PENALTY
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**EXPERIENCE & QUALIFICATIONS**

List courses, training and work experience

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**TO BE READ AND SIGNED BY APPLICANT**

It is agreed and understood that any misrepresentations of information given above shall be considered an act of dishonesty and be grounds for dismissal.

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 damages on account of his furnishing such information.

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

It is agreed and understood that passing a physical examination is a condition of employment.

It is agreed and understood that the employer or his agents may investigate the applicant's criminal record.

It is agreed and understood that the employer or his agents may obtain from the Department of Motor Vehicles a copy of my Motor Vehicle Violations Record.

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

It is agreed and understood that this application for employment in no way obligates the employer to employ me; and it is understood that if hired, I may be on a probationary period during which I may be discharged without recourse.

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.

\_\_\_\_\_  
*(Signature of Applicant)*

\_\_\_\_\_  
*(Date)*

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**APPLICANT – DO NOT WRITE BELOW THIS LINE**

**FOR PERSONNEL DEPARTMENT USE ONLY**

Arrange Interview: \_\_\_\_\_ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_  
*(Yes or No)*

Remarks: \_\_\_\_\_  
\_\_\_\_\_

Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_