



## APPLICATION FOR EMPLOYMENT

*(answer all questions • please print)*

**In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status or non-job related disability.**

Date of application \_\_\_\_\_

Position(s) Applied for \_\_\_\_\_

Name \_\_\_\_\_ Social Security No. \_\_\_\_\_  
Last First Middle

List your addresses of residency for the past 3 years.

Current Address \_\_\_\_\_  
Street City  
State Zip Code Phone How Long? \_\_\_\_\_  
Street City State & Zip Code How Long? \_\_\_\_\_  
Street City State & Zip Code How Long? \_\_\_\_\_  
Street City State & Zip Code How Long? \_\_\_\_\_

Do you have the legal right to work in the United States? \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Can you provide proof of age? \_\_\_\_\_  
(Required for Commercial Drivers)

Have you worked for this company before? \_\_\_\_\_ Where? \_\_\_\_\_

Dates From \_\_\_\_\_ To \_\_\_\_\_ Rate of Pay \_\_\_\_\_ Position \_\_\_\_\_

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

Are you now employed? \_\_\_\_\_ If not, how long since leaving last employment? \_\_\_\_\_

Who referred you? \_\_\_\_\_ Rate of pay expected \_\_\_\_\_

Is there any reason you might be unable to perform the functions of the job for which you have applied (as described in the attached job description)? \_\_\_\_\_

If yes, explain if you wish \_\_\_\_\_

## EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. List complete mailing address, street number, city, state and zip code.

Applicants to drive a commercial motor vehicle\* in intrastate or interstate commerce shall also provide an additional 7 years' information on those employees for whom the applicant operated such vehicle.

(NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

EMPLOYER			DATE	
Name	FROM MO.    YR	TO MO.    YR		
Address	POSITION HELD			
City	State	Zip	SALARY/WAGE	
Contact Person	Phone Number			REASON FOR LEAVING

\* Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 15 or more passengers, or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

**ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) IF NONE, WRITE NONE**

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
Last Accident			
Next Previous			
Next Previous			

**TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS) IF NONE, WRITHE NONE**

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

**EDUCATION**

Circle highest grade completed: 1 2 3 4 5 6 7 8

High school: 1 2 3 4

College: 1 2 3 4

Last School Attended \_\_\_\_\_  
 (name) \_\_\_\_\_ (city)

**EXPERIENCE AND QUALIFICATIONS - DRIVER**

DRIVER LICENSES	STATE	LICENSE NO.	TYPE	EXPIRATION DATE

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES \_\_\_\_\_ NO \_\_\_\_\_

B. Has any license, permit or privilege ever been suspended or revoked? YES \_\_\_\_\_ NO \_\_\_\_\_

IF THE ANSWER TO EITHER A OR B IS YES, GIVE DETAILS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**DRIVING EXPERIENCE (IF NONE, WRITE NONE)**

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATES		APPROX. NO. OF MILES (TOTAL)
		FROM	TO	
STRAIGHT TRUCK _____				
TRACTOR AND SEMI-TRAILER _____				
TRACTOR-TWO TRAILERS _____				
MOTORCOACH-SCHOOL BUS _____				
OTHER _____				

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

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

Which safe driving awards do you hold and from whom? \_\_\_\_\_  
 \_\_\_\_\_

**EXPERIENCE AND QUALIFICATIONS – OTHER**

Show any trucking, transportation or other experience that may help in your work for this company.

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List courses and training other than shown elsewhere in this application.

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List special equipment or technical materials you can work with (other than those already shown).

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**TO BE READ AND SIGNED BY APPLICANT**

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.

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.)

I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

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

**PROCESS RECORD**

Applicant Hired \_\_\_\_\_ Rejected \_\_\_\_\_  
 Date Employed \_\_\_\_\_ Point Employed \_\_\_\_\_  
 Department \_\_\_\_\_ Classification \_\_\_\_\_

(If rejected, summary report of reasons should be placed in file)

**THIS SECTION TO BE FILLED IN BY RESPONSIBLE OFFICER OR COMPANY REPRESENTATIVE**

	SUPERIOR	GOOD	FAIR	BELOW AVERAGE	POOR	WRITTEN RECORD ON FILE
1. Application						
2. Interview						
3. Past Employment						
4. Written Exam						
5. Road Test						
6. Criminal and Traffic Convictions						

Signature of interviewing officer \_\_\_\_\_

**TRANSFERS**

From _____ To _____ Date _____ Reason for transfer _____	From _____ To _____ Date _____ Reason for transfer _____
From _____ To _____ Date _____ Reason for transfer _____	From _____ To _____ Date _____ Reason for transfer _____

**TERMINATION OF EMPLOYMENT**

Date Terminated Department Release From \_\_\_\_\_  
 Dismissed \_\_\_\_\_ Voluntarily Quite \_\_\_\_\_ Other \_\_\_\_\_  
 Termination Report Placed in File \_\_\_\_\_ Supervisor \_\_\_\_\_