

# Application For Employment - Driver

Green Acres  
1176 Mickley Road  
Whitehall, PA 18052

Name (First, Middle, Last): \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

SS #:\* \_\_\_\_\_

Township: \_\_\_\_\_ County: \_\_\_\_\_ School District: \_\_\_\_\_

Date of Birth:\* \_\_\_\_\_

Position Applied For: \_\_\_\_\_ Date you can start: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Previous 3 Years Addresses: \_\_\_\_\_

\*needed for background verification and tax purposes

## Employment History – list most recent first (Please provide information for all employers in the preceding 10 years)

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Compensation Start: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Office#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Compensation End: \$ \_\_\_\_\_

Summarize your work/job responsibilities: \_\_\_\_\_ Safety Sensitive Function?  Yes  No

What did you like most?: \_\_\_\_\_ Subject to Part 40 (Drug & Alcohol Test)?

What did you like least?: \_\_\_\_\_  Yes  No

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

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Compensation Start: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Office#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Compensation End: \$ \_\_\_\_\_

Summarize your work/job responsibilities: \_\_\_\_\_ Safety Sensitive Function?  Yes  No

What did you like most?: \_\_\_\_\_ Subject to Part 40 (Drug & Alcohol Test)?

What did you like least?: \_\_\_\_\_  Yes  No

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

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_ Dates Employed: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_ Compensation Start: \$ \_\_\_\_\_

Supervisor: \_\_\_\_\_ Office#: \_\_\_\_\_ Cell#: \_\_\_\_\_ Compensation End: \$ \_\_\_\_\_

Summarize your work/job responsibilities: \_\_\_\_\_ Safety Sensitive Function?  Yes  No

What did you like most?: \_\_\_\_\_ Subject to Part 40 (Drug & Alcohol Test)?

What did you like least?: \_\_\_\_\_  Yes  No

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

Have you had any gaps in employment of more than 4 months duration in the past 10 years?  Yes  No

If yes, explain: \_\_\_\_\_

Have you ever been fired or asked to resign?  Yes  No

If yes, explain: \_\_\_\_\_

Have you ever applied for a job with this company before?  Yes  No

If yes, explain when and for what position: \_\_\_\_\_

## Educational Background

School Name – include city & state	Year Completed	Graduated With	GPA	Major/Minor

List any Special Training, Skills, Licenses, and/or Certificates that may assist you in performing the position for which you are applying:

---



---

**Driving Information**

	State	License Number	Class & Endorsement	Expiration Date
<b>Driver Licenses</b>				

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?  Yes\*  No

Has any license, permit or privilege ever been suspended or revoked?  Yes\*  No

\*Please explain any starred answers: \_\_\_\_\_

**DRIVING EXPERIENCE**

Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc.)	Dates		Approximate Number of Miles
		From	To	
STRAIGHT TRUCK				
TRACTOR AND SEMI-TRAILER				
TRACTOR - TRAILER				
OTHER				

**ACCIDENT RECORD FOR PAST 3 YEARS**

Date	Nature of Accident (Head-on, Rear-end, Upset, Etc.)	Fatalities	Injuries

**TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS**

Date	Location	Charge	Penalty

**References**

List three business/work references who are not related to you and are not previous supervisors. Alternatively, list three personal references who are not related to you.

Name	Title (if applicable)	Relationship to You	Phone Number	Years Known

**Other Information**

Answers to the questions below DO NOT constitute an automatic bar to employment. Factors such as date and nature of event, position applied for, etc will be taken into account.

- |  |   |   |   |
|--|---|---|---|
| Will you work overtime if required?  | <input type="checkbox"/> Yes <input type="checkbox"/> No* | Can you abide by a No Smoking policy?                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No  |
| Ever been arrested for DUI/drunk driving?  | <input type="checkbox"/> Yes* <input type="checkbox"/> No | Used illegal drugs within the past 10 years?                                | <input type="checkbox"/> Yes* <input type="checkbox"/> No |
| Ever been convicted of, or pled guilty or no contest to a misdemeanor or felony? | <input type="checkbox"/> Yes* <input type="checkbox"/> No | Ever filed for bankruptcy protection or been sued for collection of a debt? | <input type="checkbox"/> Yes* <input type="checkbox"/> No |
| Positive Substance Abuse or Alcohol Tests?                                       | <input type="checkbox"/> Yes* <input type="checkbox"/> No |   |   |

\*Please explain any starred answers: \_\_\_\_\_

---



---

Do you participate in any volunteer activities benefiting the local community? Yes No

If yes, explain: \_\_\_\_\_

What type of hobbies or activities do you enjoy in your free time? \_\_\_\_\_

## Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities, credit bureaus, financial and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume, or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president. I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

**This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, citizenship, genetic information, age, disability, or any other protected status. Examples of prohibited harassment include, but are not limited to, unwelcome physical contact, offensive gestures, unwelcome comments, jokes, epithets, threats, insults, name-calling, negative stereotyping, possession or display of derogatory pictures or other graphic materials, and any other words or conduct that demean, stigmatize, intimidate, or single out a person because of his/her membership in a protected category. Harassment of our employees is strictly prohibited, whether it is committed by a manager, coworker, subordinate, or non-employee (such as a vendor or customer). The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.**

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

Your Rights Pursuant to Federal Motor Carrier Safety Regulations 49 CFR Sec. 391.23 (i)

**YOUR RIGHTS REGARDING SAFETY PERFORMANCE HISTORY INFORMATION:** The information you provided on this application may be used, and the applicant's prior employers may be contacted, for the purpose of investigating the applicant's safety performance history information. Pursuant to Federal Motor Carrier Safety Regulations 49 CFR Sec. 391.23 (i)(1) you have the following rights with regard to the safety performance history information provided by your previous employers:

**THE RIGHT TO REVIEW SAFETY PERFORMANCE RECORDS:** You have the right to review the records provided by your previous employers. You must make your request to review in writing and submit it to you prospective employer no later than thirty (30) days after employment begins or notification of employment is made. You will be provided with the records within five (5) business days of receipt of your written request. If the prospective employer has not received the records at the time of your request, then a five-day period to provide access will begin on the day the records are received from the previous employer. If you fail to arrange to pick up or receive the requested records within thirty (30) days of when they are first made available to you, then your right to review is considered waived.

**THE RIGHT TO HAVE ERRONEOUS INFORMATION CORRECTED:** If you believe there is an error in the records, you have the right to have your previous employer correct the error. Send your request for correction to the previous employer that provided the records in question. The previous employer must either correct and forward the record to the prospective employer or notify you within fifteen (15) days of receiving your request that they do not agree the record is in error. If the previous employer corrects and forwards the record as requested, that employer must also retain the corrected information as part of your safety performance history record and provide it to subsequent prospective employers when requests for this information are received.

**THE RIGHT TO REBUT DISPUTED INFORMATION:** If the previous employer does not agree that the information in the records provided is in error, you may rebut the disputed information in writing and send it to the previous employer with the instructions to include the rebuttal in your safety performance history file. Within five (5) business days of receiving your rebuttal, the previous employer must; forward a copy of the rebuttal to the prospective employer; append the rebuttal to you safety performance information and include it as part of the response for any subsequent investigating prospective employers for the duration of the three-year data retention requirement period. You may submit a rebuttal initially without a request for correction, or subsequent to a request for correction.

**THE RIGHT TO REBUT DISPUTED INFORMATION:** If the previous employer does not agree that the information in the records provided is in error, you may rebut the disputed information in writing and send it to the previous employer with the instructions to include the rebuttal in your safety performance history file. Within five (5) business days of receiving your rebuttal, the previous employer must; forward a copy of the rebuttal to the prospective employer; append the rebuttal to you safety performance information and include it as part of the response for any subsequent investigating prospective employers for the duration of the three-year data retention requirement period. You may submit a rebuttal initially without a request for correction, or subsequent to a request for correction.

**THE RIGHT TO REPORT FAILURES TO CORRECT ERRONEOUS INFORMATION:** You may report failures of a previous employer to correct information or include your rebuttal as part of the safety performance information to the Federal Motor Carrier Safety Administration by following procedures specified at 49 CI-R Section 385.12.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

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 \_\_\_\_\_