



# Employment Application

Position applying for: \_\_\_\_\_

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_  
Last First Middle

Telephone: (\_\_\_\_) - \_\_\_\_\_ Email: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?  Yes  No

**If necessary for the job, I am able to:**

Work overtime?  Yes  No

Provide a valid Driver's License?  Yes  No

If so, fill out the following:

Issuing state: \_\_\_\_\_

Type: \_\_\_\_\_

- Endorsement(s)  Hazardous Material  Passengers
- Tankers  Tank with Hazardous Materials
- School Bus  Double/triple trailers

Are you older than 18:  Yes  No

Are you applying for a CDL position:  Yes  No If yes are you at least 21 years old  Yes  No

I am legally eligible for employment in the U.S.?  Yes  No

I am seeking a permanent position:  Yes  No

Work the following shifts: (check all that apply)  Any  Day  Night  Swing  Rotating  
 Split  Graveyard Other : \_\_\_\_\_

Have you ever been convicted, pled guilty or no contest to a felony? If so, please provide the dates and details. \_\_\_\_\_

\*Felony involving violence or theft of property may disqualify an applicant.

I will be able to report to work \_\_\_\_\_ days after being notified I am hired.

## EMPLOYEE HISTORY

List most recent employment first. Include summer or temporary jobs. Be sure all your experiences or employers related to this job are listed here, in the summary following this section or on an extra sheet of paper if necessary. No more than 10 years history recommended.

Employer name and address: _____ _____ _____ Pay: _____ Per: _____	Position title/duties, skills:  _____ Supervisor: _____ Telephone: _____	Start Date:  End Date:  Reason For Leaving:
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## EDUCATION

	Institution	Years completed	Field of study	Graduate or degree
High School				
College/university				
Business/technical				
Additional				

## MILITARY

Are you a veteran?  Yes  No

Duty/specialized training: \_\_\_\_\_

## SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

Types of computers, software, and other equipment you are qualified to operate or repair:

Professional licenses, certifications or registrations:

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

Typing speed: \_\_\_\_\_ per minute

## REFERENCES

List two personal references who are not relatives or former supervisors.

Name	Address	Telephone	Occupation	Years Known

## CONTACT

May we contact your present employer or the contact in the first line of your employment history?

Yes  No

## INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal employment references maybe checked. If you have misrepresented or omitted any facts on this application, and or subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, a background check, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

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

\_\_\_\_\_  
Date

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.