

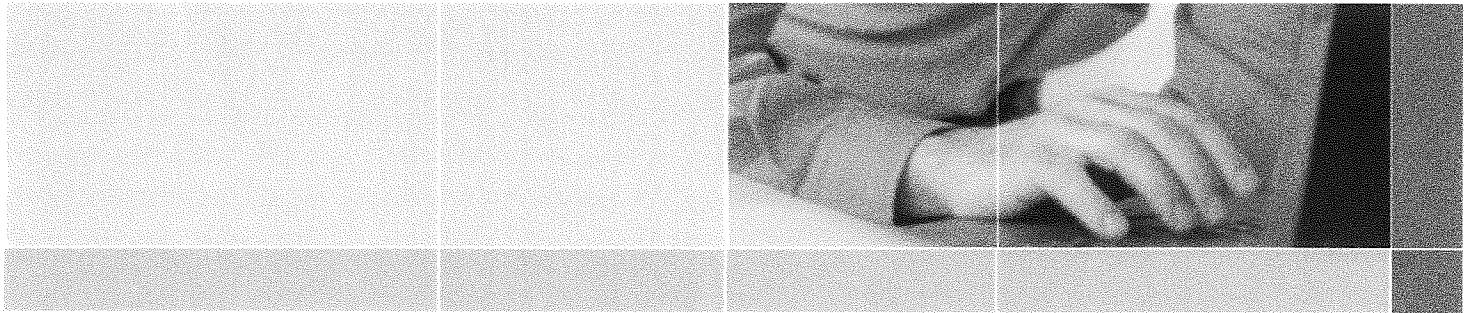
# Employment Application



We appreciate the opportunity to review your qualifications for employment with the company. So that we can thoroughly consider your special skills and abilities, we would appreciate your completion of our Employment Application. This employment application will only be valid for 30 days from the date of the application. If you wish to be considered for employment subsequent to that date, a new application must be completed.

Thank You

Applicant Name:



## EMPLOYER INSTRUCTIONS:

- Please detach this instruction page prior to giving the application form to the applicant.
- This employment application can be used by applicants for any position within your company.
- At the back of the application, there is a special section for Applicants for Commercial Motor Vehicle Driver Positions.

## CONVICTION INFORMATION

- The laws for use of this information vary by state. In many states, you can not inquire about conviction information unless it relates specifically to the position applied for.
- State specific differences are noted below. Please review the information for your state, and contact your HR professional for further guidance. *If you will not be asking for conviction information, please tear pages 8 and 9 out prior to asking the applicant to complete the employment application.*
- Colorado, Minnesota, Missouri, New Hampshire, Ohio, South Dakota, Utah, Washington, and West Virginia:** Conviction inquiry must be substantially job-related.
- Hawaii:** Conviction inquiry must bear rational relationship to the duties of the position AND can only take place after a conditional offer of employment has been extended.
- Kansas:** Conviction information requested must have reasonable bearing on the applicant's trustworthiness or safety and well-being of employers, employees or customers AND the inquiry must be job-related.
- Massachusetts:** The state generally prohibits employers from inquiring in an "initial written application form" about an applicant's criminal history. Two narrow exceptions permit questions about criminal history if a federal or state regulation (1) disqualifies the applicant from employment in the open position based on a criminal conviction; or (2) bars the employer from hiring for one or more positions an individual with a criminal conviction. Note that we recommend that you contact your **ADP Resource** Human Resources Business Partner for guidance if you believe one of the exceptions may apply to applicants. If one of the exceptions applies to your Company then check off the box on page 8 for Massachusetts applicants.
- New York:** In certain cases, you cannot deny employment based upon prior conviction. State law requires you to give written statement explaining denial of employment based upon conviction record within 30 days of applicant request.

(PLEASE PRINT AND COMPLETELY ANSWER ALL QUESTIONS)

Our Company fully subscribes to the principles of Equal Employment Opportunity. It is our policy to provide employment, compensation, and other benefits related to employment based on qualifications, without regard to race, color, religion, national origin, age, sex, veteran status, disability, or any other basis prohibited by federal, state or local law. In accordance with requirements of the Americans With Disabilities Act, it is our policy to provide reasonable accommodation upon request during the application process to eligible applicants in order that they may be given a full and fair opportunity to be considered for employment. As Equal Opportunity Employers, we intend to comply fully with applicable federal and State employment laws and the information requested on this application will only be used for purposes consistent with those laws. Applications are only accepted for positions currently available and will only be considered for thirty (30) days from today's date or until the position applied for is filled, whichever first occurs.

COMPANY NAME: \_\_\_\_\_

POSITION APPLIED FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERSONAL DATA:**

Salary expectations: \_\_\_\_\_

_____	_____	_____	_____
Last Name	First	Middle	
_____	_____	_____	_____
Street Address	City	State/Zip Code	Telephone Number

If you are under 18 years of age, please specify your age here \_\_\_\_\_. This information will be used only for child labor law purposes.

Are there any days, shifts or hours you will not work? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

Are you available for out of town work? \_\_\_\_\_ Will you work overtime, if required? \_\_\_\_\_

When will you be able to start work? \_\_\_\_\_

Have you taken any illegal drugs in the last 30 days? \_\_\_\_\_

Have you ever been a defendant in a civil action for an intentional tort (intentional commission of a wrongful act)? Yes  No

**Note:** Answering "yes" does not automatically exclude you from further consideration for the position.

If yes, include nature of the intentional tort and the disposition of the action: \_\_\_\_\_

How did you learn of our Company? \_\_\_\_\_

If referral, who were you referred by? \_\_\_\_\_

Have you ever applied or worked here before? Yes  No  If yes, provide dates: \_\_\_\_\_

Have you ever applied or worked at our Company before? Yes  No  If yes, provide dates: \_\_\_\_\_

Are you legally authorized to work in the United States? Yes  No

Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status)? Yes  No

**Note:** The Federal Immigration and Reform and Control Act of 1986 requires that a DHS Employment Eligibility Verification "Form I-9" be completed for every new hire and that within 3 business days of beginning work every new hire must present to the employer documentation establishing his/her identity and authorization to work. This federal requirement must be satisfied as a condition of employment.

**DRIVING RECORD** (Answer only if driving is a requirement of the job for which you are applying)

Do you have a valid drivers license? Yes  No  State \_\_\_\_\_ License No.: \_\_\_\_\_

Have you had any tickets? Yes  No  If yes, please explain: \_\_\_\_\_

Has your license ever been suspended or revoked? Yes  No  If yes, please explain: \_\_\_\_\_

**Note** for Massachusetts applicants ONLY: In the following question, the reference to DUI/DWI includes OUI. You are only required to list convictions within the past 5 years.

Do you have any DUI or DWI convictions? Yes  No  If yes, please state when you were convicted and explain: \_\_\_\_\_

*If you are an applicant for a commercial motor vehicle position, you must also complete the special section at the back of this application*

**RESIDENCES:** (Part 391.21 (b)(3)) (Please provide your addresses of residence for the past seven years beginning with the most recent address.)

Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To
Street Address	City, State and Zip Code	From	To

**EDUCATION:** (May or may not be considered depending on job applied for.)

Describe any educational degrees, skills, training or experience you believe are relevant to the job applied for:

Name, City and State of Educational Institution	Graduated?		If no Degree, Credits earned	Type of Degree Received or Expected	Major	Minor	Grade Point
	Yes	No					Overall GPA
High School	<input type="checkbox"/>	<input type="checkbox"/>					
College or University	<input type="checkbox"/>	<input type="checkbox"/>					
Technical/GED	<input type="checkbox"/>	<input type="checkbox"/>					
Licenses/Certifications/Other	<input type="checkbox"/>	<input type="checkbox"/>					

## EMPLOYMENT HISTORY:

Please complete for all full-time or part-time employment beginning with most recent employer. You may include as part of your employment history any verified work performed on a volunteer basis.

### ***Special Notice for Applicants for Commercial Motor Vehicle Driver Positions***

All applicants seeking to drive a commercial motor vehicle as defined by 49 C.F.R. 383.5 should start with their most recent job, include active military assignments and voluntary employment and provide ten (10) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history.

49 C.F.R. 383.5 defines commercial motor vehicle as a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle –

- (a) Has a gross combination weight rating of 11,794 kilograms or more (26,001 pounds or more) inclusive of a towed unit(s) with a gross vehicle weight rating of more than 4,536 kilograms (10,000 pounds); or
- (b) Has a gross vehicle weight rating of 11,794 kilograms or more (26,001 pounds or more); or
- (c) Is designed to transport 16 or more passengers, including the driver; or
- (d) Is of any size and is used in the transportation of hazardous materials as defined in this section.

All applicants seeking to drive a commercial motor vehicle as defined by 49 C.F.R. 390.5 should start with their most recent job, include active military assignments and voluntary employment and provide three (3) years of history. (A separate sheet may be attached.) You must explain any gaps in your employment history.

49 C.F.R. 390.5 defines commercial motor vehicle as any self-propelled or towed motor vehicle used on a highway in interstate commerce to transport passengers or property when the vehicle –

- (1) Has a gross vehicle weight rating or gross vehicle weight or gross combination weight of 4,536 kilograms (10,000 pounds) or more, whichever is greater; or
- (2) Is designed or used to transport more than 8 passengers (including the driver) for compensation; or
- (3) Is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or
- (4) Is used in transporting material found by the Secretary of Transportation to be hazardous under 49 U.S.C. 5103 and transported in a quantity requiring placarding under regulations prescribed by the Secretary under 49 CFR, subtitle B, chapter I, subchapter C.

**EMPLOYMENT HISTORY:** (Please complete for all full-time or part-time employment beginning with most recent employer.

You may include as part of your employment history any verified work performed on a volunteer basis.)

Company Name		Tel #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rate of Pay	Start
				Rate of Pay	Last
State job titles and describe job duties			Reason For Leaving		

*For Driver Applicants only:*

Were you subject to the FMCSA Regulations while employed? Yes  No

Was your job designated as a safety-sensitive function in any DOT-Regulated mode<sup>1</sup> subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes  No

Company Name		Tel #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rate of Pay	Start
				Rate of Pay	Last
State job titles and describe job duties			Reason For Leaving		

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Company Name		Tel #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rate of Pay	Start
				Rate of Pay	Last
State job titles and describe job duties			Reason For Leaving		

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Company Name		Tel #			
Address		Dates Employed	From	To	
Name of Supervisor	May we contact?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Rate of Pay	Start
				Rate of Pay	Last
State job titles and describe job duties			Reason For Leaving		

*For Driver Applicants only:*

Were you subject to the FMCSA Regulations while employed? Yes  No

Was your job designated as a safety-sensitive function in any DOT-Regulated mode<sup>1</sup> subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes  No

<sup>1</sup>DOT modes include the United States Coast Guard, the Federal Aviation Administration, the Federal Highway Administration, the Federal Railroad Administration, the Federal Transit Administration, the Federal Motor Carrier Safety Administration and the Research and Special Programs Administration.

**REFERENCES:** (Please list three persons not related to you who know your qualifications.)

NAME	ADDRESS	PHONE	RELATIONSHIP

Please explain any gaps in your employment history. \_\_\_\_\_

\_\_\_\_\_

Have you ever been discharged or forced to resign? Yes  No  If yes, explain: \_\_\_\_\_

Did you receive any discipline in the last 12 months of active employment? Yes  No  If yes, please explain: \_\_\_\_\_

Were you given a performance evaluation within the last 12 months of active employment? Yes  No  If yes, what was the range of scores used and what was your score? \_\_\_\_\_

\_\_\_\_\_

Have you signed any non-compete or non-solicit agreement with any other employer that might restrict you from working for this company? Yes  No  If yes, please explain: \_\_\_\_\_

(You may be required to furnish a copy of the agreement)

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**MILITARY SERVICE:** (Complete only if you served in the military)

Branch of Service: \_\_\_\_\_ Number of Years/Months of Service: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Date of Discharge: \_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Describe any military skills, training or experience you believe are relevant to the job applied for: \_\_\_\_\_

\_\_\_\_\_

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**LIE DETECTOR TESTS**

**Massachusetts Applicants Note:** It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

**Maryland Applicants Only:** An employer may not require or demand, as a condition of prospective employment or continued employment, an individual submit to or take a lie detector or similar tests. An employer who violates this law is guilty of a misdemeanor and subject to a fine not exceeding \$100. I have read and acknowledge this notice:

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

## CRIMINAL RECORD INFORMATION

**All Applicants:** You must answer all four questions below (with the exception of New Hampshire applicants, who must answer questions "a" through "c" in the New Hampshire box, and then question #4 on the following page). In addition, Massachusetts applicants should only answer these questions if the box next to "Massachusetts Applicants" below is checked.

When answering the following questions, you may exclude any records expunged, annulled, sealed, discharged, dismissed, erased under first-offender law or otherwise eradicated by statute or court order. You may also exclude a first conviction for any of the following misdemeanors; drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace.

A criminal conviction will not necessarily be a bar to employment but will be considered in relation to specific job requirements..

**California Applicants:** When answering questions #1 through #4 below, you need not identify any conviction for a marijuana-related offense if the conviction is more than two years old, or any information pertaining to referral to and participation in any pre-trial or post-trial diversion program.

**Connecticut Applicants:** When answering questions #1 through #4 below, you need not disclose the existence of any arrest, criminal charge or conviction records which have been erased pursuant to Conn. Gen. Stat. §§46b-146, 54-760, 54-142a. Also note that the aforementioned criminal records subject to erasure are records pertaining to a finding of delinquency or that a child was a member of a family with service needs, an adjudication as a youthful offender, a criminal charge that has been dismissed or nulled, a criminal charge for which the person has been found not guilty or a conviction for which the person received an absolute pardon; and any person whose criminal records have been erased pursuant to the aforementioned sections is deemed to have never been arrested within the meaning of the general statutes with respect to the proceedings so erased and may so swear under oath.

**Massachusetts Applicants:** Do not respond to these questions unless this box is checked:

If you are required to respond to these questions because this box is checked, please note that when answering these questions, an applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry herein relative to prior arrests, criminal court appearances, or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances, and adjudications in all cases of delinquency or as a child in need of services which did not result in a complaint transferred to the superior court for criminal prosecution. When answering question #3, you may exclude a first conviction for any of the following misdemeanors: drunkenness, simple assault, speeding, minor traffic violations, affray or disturbance of the peace. You may also exclude any convictions of misdemeanors which are more than five years old if you have not been convicted of a misdemeanor in the past five years.

**New Hampshire Applicants:** Answer the following questions (a, b, and c) and then skip to question #4 on the next page (do not answer questions 1 through 3).

a. Have you ever been convicted of a crime that has not been annulled by a court?

Yes  No

Date of Conviction: \_\_\_\_\_

b. Have you been convicted within the last seven years of any of the following crimes that have not been annulled by a court: misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

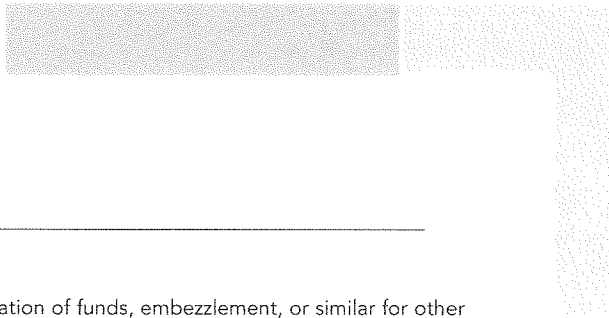
Yes  No

Date of Conviction: \_\_\_\_\_

c. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor that has not been annulled by a court?

Yes  No

Date of Conviction: \_\_\_\_\_



1. Have you been convicted of a felony within the last seven years?

Yes  No

Date of Conviction: \_\_\_\_\_

2. Have you been convicted within the last seven years of misappropriation of funds, embezzlement, or similar for other dishonest conduct; or an offense involving the use of a weapon; for burglary, robbery, breaking and entering or theft; or physical assault or other violent crime?

Yes  No

3. Have you been convicted of or completed a period of incarceration within the past five years for any misdemeanor?

Yes  No

If the answer to the above question is "yes", please state whether you were convicted more than five years ago for any offense?

Yes  No

4. A criminal conviction will not necessarily be a bar to employment. To help us evaluate your application, please describe your criminal conviction(s) including penalty (ies) imposed, listing the nature of your offense(s), and your rehabilitation since the conviction(s). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_