



DRIVER'S APPLICATION FOR EMPLOYMENT

Applicant Name (Print Name): _____ Date of Application: _____

Company: S&J Transportation Services, Inc

Address: 251 Calef Highway

City: Lee State: NH Zip: 03824

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, veteran status, non-job related disability, or any other protected group status.

TO BE READ AND SIGNED BY APPLICANT

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.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

Signature: _____ Date: _____

FOR COMPANY USE

PROCESS RECORD	
APPLICANT HIRED: _____	REJECTED: _____
DATE EMPLOYED: _____	POINT EMPLOYED: _____
DEPARTMENT: _____	CLASSIFICATION: _____
SIGNATURE OF INTERVIEWING OFFICER: _____	
(IF REJECTED, SUMMARY REPORT OF REASONS SHOULD BE PLACED IN FILE)	

TERMINATION OF EMPLOYMENT

DATE TERMINATED: _____ DEPARTMENT RELEASED FROM: _____

DISMISSED: _____ VOLUNTARY QUIT: _____ OTHER: _____

TERMINATION REPORT PLACED IN FILE _____ SUPERVISOR: _____

APPLICANT TO COMPLETE
(ANSWER ALL QUESTION – PLEASE PRINT)

Position(s) Applied for: _____

Name: _____ SSN: _____
Last First Middle

List your addresses of residency for the past 3 years.

Current Address	_____	How Long?	_____
	Street City		yr./mo.
	_____		_____
	State Zip Code		Phone
Previous Addresses	_____		How Long?
	Street City State & Zip Code		yr./mo.
	_____		How Long?
	Street City State & Zip Code		yr./mo.
	_____		How Long?
	Street City State & Zip Code		yr./mo.

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 employed now? _____ If not, how long has it been since leaving last employment? _____

Who referred you? _____ Rate of pay expected _____

Have you ever been bonded? _____ Name of bonding company _____
(Answer only if a job requirement)

Have you ever been convicted of a felony? _____

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment-all circumstances will be considered.

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 (continued)

EMPLOYER		DATE	
NAME:		From mo: yr:	To mo: yr:
ADDRESS:		Position:	
CITY :	STATE:	ZIP:	Salary/Wage:
CONTACT PERSON:		PHONE:	REASON FOR LEAVING:
MAY WE CONTACT THIS REFERENCE: <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO PLEASE STATE REASON:			
WERE YOU SUBJECT TO THE FMCSRS** WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EMPLOYER		DATE	
NAME:		From mo: yr:	To mo: yr:
ADDRESS:		Position:	
CITY :	STATE:	ZIP:	Salary/Wage:
CONTACT PERSON:		PHONE:	REASON FOR LEAVING:
MAY WE CONTACT THIS REFERENCE: <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO PLEASE STATE REASON:			
WERE YOU SUBJECT TO THE FMCSRS** WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EMPLOYER		DATE	
NAME:		From mo: yr:	To mo: yr:
ADDRESS:		Position:	
CITY :	STATE:	ZIP:	Salary/Wage:
CONTACT PERSON:		PHONE:	REASON FOR LEAVING:
MAY WE CONTACT THIS REFERENCE: <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO PLEASE STATE REASON:			
WERE YOU SUBJECT TO THE FMCSRS** WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			

EMPLOYER		DATE	
NAME:		From mo: yr:	To mo: yr:
ADDRESS:		Position:	
CITY :	STATE:	ZIP:	Salary/Wage:
CONTACT PERSON:		PHONE:	REASON FOR LEAVING:
MAY WE CONTACT THIS REFERENCE: <input type="checkbox"/> YES <input type="checkbox"/> NO IF NO PLEASE STATE REASON:			
WERE YOU SUBJECT TO THE FMCSRS** WHILE EMPLOYED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
WAS YOUR JOB DESIGNATED AS A SAFETY-SENSITIVE FUNCTION IN ANY DOT-REGULATED MODE SUBJECT TO THE DRUG AND ALCOHOL TESTING REQUIREMENTS OF 49 CFR PART 40? <input type="checkbox"/> YES <input type="checkbox"/> NO			

*Includes vehicles having a GVWR of 26,001 lbs or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

** The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 pounds or more, (2) is designed or used to transport more than 8 passengers (including the driver), or (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD for the past 3 years or more (attached sheet if more space is needed) If NONE, write NONE

Dates:	Nature of Accident (Head-On, Rear-End, Upset, Ect.)	Fatalities	Injuries	Hazardous Materials Spill
Last Accident				
Next Previous				
Next Previous				

TRAFFIC CONVICTIONS AND FORFEITURES for the past 3 years (other than parking violations) If NONE, write NONE

Location	Date	Charge	Penalty

EXPERIENCE AND QUALIFICATIONS – DRIVER

List all driver licenses or permits held in the past 3 years (Attach another sheet if more space is required)

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 _____

DRIVER EXPERIENCE Check Yes or No

CLASS OF EQUIPMENT	Circle Type of Equipment	Dates		Approx. No. of Miles (Total)
		From (M/Y)	To (M/Y)	
Straight Truck <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump,Refer)			
Tractor and Semi –Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump,Refer)			
Tractor – Two Trailers <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump,Refer)			
Tractor – Three Trailers <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump,Refer)			
Motorcoach – School Bus >8 pass <input type="checkbox"/> YES <input type="checkbox"/> NO	-			
Motorcoach – School Bus >15pass <input type="checkbox"/> YES <input type="checkbox"/> NO	-			
Other				

List states operated in for the 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

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

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

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

EDUCATION

Circle highest grade completed: 1 2 3 4 5 6 7 8 High School: 1 2 3 4 College: 1 2 3 4
 Name of last school attended: _____ City & State: _____

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.

Signature: _____ **Date:** _____



EMPLOYMENT VERIFICATION

Applicant Name: _____ Social Security Number: _____

You are hereby authorized to give S&J Transportation Services, Inc. all information regarding my services, character, and conduct while in your employ, and you are released from any liability which might result from giving such information. In order to enable S&J Transportation Services, Inc. to comply with the requirements of 49CFR 382.413, I hereby consent S&J Transportation Services, Inc. to obtain from my prior employers the information pertaining to me which they are required to maintain by 49CFR 382.401 (B)(1)(i) through (iii) regarding alcohol tests with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested, within the two (2) years preceding the date of this application. I hereby authorize and direct my prior employers to release such information to S&J Transportation Services, Inc. in personal interviews, telephone interviews, letters, or any other means that insure confidentiality. I hereby authorize S&J Transportation Services, Inc. to release such information to any of its personnel whose duties require them to assess this application or to make any recommendations or decisions with respect to it.

Applicant Signature: _____ Date: _____

SECTION 1 – FOR OFFICE USE ONLY

Name of Company: _____ Phone: () _____

Address: _____
Street/P.O. Box City State Zip

Dates of Employment _____ Position Held _____

Driver Info: Part Time: Full Time: Co. Driver: Owner Oper.: Other:
Equipment: Tractor Trailer: Straight Truck: Van: Reefer: Flat: Other: _____

List states in which applicant drove regularly: _____

List types of commodities applicant hauled: _____

LOGS: Did applicant have ANY log problems: Y/N _____ If Yes, Describe _____

ACCIDENTS: Total Number: _____ Preventable: _____ Non-Preventable: _____ No. of Citations Issued _____

Dates, Description, Damage Estimates: _____

WHY DID APPLICANT LEAVE YOUR EMPLOYMENT? Quit: Discharged: Laid Off: Other: _____

If discharged or other please explain _____

Is applicant eligible for rehire? Y/N _____ If NO please explain: _____

SECTION 1 COMPLETED BY:

Signature Title Date

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

If driver was not subject to Department of Transportation testing requirements while employed by this employer, please check here sign below, and return.

Under Department of Transportation testing requirements:

- | | | | |
|----|--|--------------------------|--------------------------|
| 1. | Has this person had an alcohol test with a results of 0.04 or higher alcohol concentration? | YES | NO |
| 2. | Has this person had a verified positive drug test? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Has this person refused to be tested (including verified adulterated or substituted drug test results)? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Has this person committed other violations of DOT agency drug and alcohol testing regulations? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | If this person has violated a DOT drug and alcohol regulation, do you have documentation of the employee's successful completion of DOT return-to-duty requirements, including follow-up tests?
(Please send documentation back with this form, if applicable.) | <input type="checkbox"/> | <input type="checkbox"/> |

In answering these questions, including any drug or alcohol testing information obtained from previous employers under DOT 40.25 or other applicable DOT agency regulations.

Name: _____

Company: _____

Street: _____

City, State, Zip: _____

Section 2 Completed by (Signature): _____ Date: _____

PREVIOUS PRE-EMPLOYMENT EMPLOYEE ALCOHOL AND DRUG TEST STATEMENT

Sec. 40.25(j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process. (see Sec. 40.25(b)(5) and (e))

Company Name: S&J Transportation Services, INC
Street: 251 Calef Highway
City: Lee
State, Zip; NH. 03861

Prospective Employee Name (print): _____ ID Number: _____

The prospective employee is required by Sec. 40.25(j) to respond to the following questions.

1. Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Check One: Yes: No:

2. If you answered yes, can you provide/obtain proof that you've successfully completed the DOT return-to-duty requirements?

Check One: Yes: No:

Prospective Employee Signature: _____ Date: _____

Witnessed By: _____ Date: _____
(Signature)