

Conard Transportation Drivers, Inc.

New Hire

Employment Packet

Part 1

Application

Drivers Data Sheet

Annual Drivers Certification of Violations

Previous Employment Verification

D.O.T. EMPLOYMENT APPLICATION

An Equal Opportunity Employer

COMPLETE IN FULL OR IT WILL NOT BE CONSIDERED.

PERSONAL INFORMATION (PLEASE PRINT)			
FIRST NAME:	MIDDLE:	LAST NAME:	
PHYSICAL ADDRESS:			
CITY:	STATE:	ZIP:	
NUMBER OF YEARS/MONTHS AT CURRENT ADDRESS?			
MAILING ADDRESS: (IF DIFFERENT FROM ABOVE)			
CITY:	STATE:	ZIP:	
PRIOR ADDRESS FOR PAST 3 YEARS: (LIST ADDITIONAL ADDRESSES ON SEPARATE SHEET IF NECESSARY)			
CONTACT TELEPHONE:	DATE AVAILABLE FOR WORK:		
EMAIL ADDRESS:			
THE FEDERAL MOTOR CARRIER SAFETY REGULATIONS (49 CFR 391.21(b)(2)) REQUIRES THAT DRIVER APPLICANTS PROVIDE THEIR DATE OF BIRTH AND SOCIAL SECURITY NUMBER.			
DATE OF BIRTH:	SOCIAL SECURITY NUMBER:		
POSITION APPLIED FOR:	DATE OF APPLICATION:		

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

Have you ever applied for employment or been employed by any of the companies listed above? YES NO
 How did you hear about the Company? Referred Billboard Newspaper Radio Website Internet
 Other: _____

If referred by a current employee, please provide: Employee Name: _____ Employee ID: _____

EXPERIENCE AND QUALIFICATIONS: DRIVER				
Driver Licenses	STATE	LICENSE NUMBER	TYPE	EXPIRATION DATE
List any licenses held in the last three (3) years.				

DRIVING EXPERIENCE						
CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (Van, tanker, flat, etc.)	MANUAL	AUTO-MATIC	DATE FROM	DATE TO	APPROXIMATE NUMBER OF MILES (TOTAL)
Straight Truck		<input type="checkbox"/>	<input type="checkbox"/>			
Tractor & Semi Trailer		<input type="checkbox"/>	<input type="checkbox"/>			
Tractor & Two Trailers		<input type="checkbox"/>	<input type="checkbox"/>			
Tractor & Tanker		<input type="checkbox"/>	<input type="checkbox"/>			
Other		<input type="checkbox"/>	<input type="checkbox"/>			

Total number of years of driving experience: _____

ACCIDENT RECORD FOR THE THREE (3) YEARS PRECEDING DATE OF APPLICATION			
DATES	NATURE OF ACCIDENT (Head-on, Rear-end, Roll-Over, etc.)	FATALITIES	INJURIES
Most Recent:			
Next Previous:			
Next Previous:			
Next Previous:			

□ 200 International Blvd La Vergne, TN 37086

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VIOLATIONS IN THE THREE (3) YEARS PRECEDING DATE OF APPLICATION (EXCLUDE PARKING VIOLATIONS)			
LOCATION	DATE	CONVICTIONS: Forfeited, Bond, or Collateral	PENALTY

ATTACH A SEPARATE SHEET IF YOU NEED ADDITIONAL SPACE.

- a. Have you ever had a license, permit or privilege to operate a motor vehicle denied, revoked or Suspended? YES NO

If the answer to "a" is yes, please explain by providing a statement of circumstances. Attach an additional sheet if necessary.

- b. Have you ever been convicted or been on probation for DWI or DUI? YES NO

If the answer to "b" is yes, please explain in the space provided below. Attach an additional sheet if necessary.

PHYSICAL HISTORY

The Federal Motor Carrier Safety Regulations (49 CFR 391 Subpart E) require that all driver applicant pass certain medical examinations before they are hired to drive a motor vehicle.

Date of last Department of Transportation medical examination: _____

Can you provide a copy? YES NO

Have you ever been granted a waiver under section 391.49 of the Federal Motor Carrier Safety Regulations Pertaining to the loss of a limb (i.e., foot, leg, hand or arm)? YES NO

ALCOHOL AND CONTROLLED SUBSTANCES STATEMENT

The Federal Motor Carrier Safety Regulations (49 CFR 40.25) requires all persons applying for a driving position requiring a commercial driver's license to answer the following questions:

1. Within the last two (2) years, have you ever 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? YES NO

2. Within the last two (2) years, have you ever tested positive, or refused to test, on any type of drug or alcohol test administered by an employer for which you performed safety-sensitive transportation work? YES NO

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EMPLOYMENT HISTORY

The Federal Motor Carrier Safety Regulations (49 CFR 391.21) requires that all applicants wishing to drive a commercial vehicle list all employment for the last three (3) years. *In addition, if you have driven a commercial vehicle previously, you must provide employment history for an additional seven (7) years (for a total of ten (10) years). Any gaps in employment in excess of one (1) month must be explained.*

Start with the last or current position, including any military experience, and work backwards (attach separate sheet if necessary). You are required to list the complete mailing address, including: street number, city, state, zip, and complete all other information and questions.

ANY GAPS IN EMPLOYMENT IN EXCESS OF ONE (1) MONTH AND/OR UNEMPLOYMENT MUST BE EXPLAINED

Current Employer Name: _____			
Phone: _____		Fax: _____	
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
May we contact employer prior to hiring?			<input type="checkbox"/> YES <input type="checkbox"/> NO
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Previous Employer Name: _____			
Phone: _____		Fax: _____	
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Previous Employer Name: _____			
Phone: _____		Fax: _____	
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO

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Previous Employer Name: _____			
Phone: _____	Fax: _____		
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Previous Employer Name: _____			
Phone: _____	Fax: _____		
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Previous Employer Name: _____			
Phone: _____	Fax: _____		
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO

Previous Employer Name: _____			
Phone: _____	Fax: _____		
Address: _____			
Position Held: _____	From: _____	To: _____	Salary: _____
Reasons for leaving: _____			
While employed here, were you subject to the Federal Motor Carrier Safety Regulations?			<input type="checkbox"/> YES <input type="checkbox"/> NO
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated Mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40?			<input type="checkbox"/> YES <input type="checkbox"/> NO

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During the past seven (7) years, have you ever been convicted of a crime or violation other than a minor traffic infraction?
A CONVICTION RECORD WILL NOT NECESSARILY BE A BAR TO EMPLOYMENT. Felony and misdemeanor convictions will be considered only to the extent to which they relate to your suitability for the position for which you have applied.

YES NO

If yes, please explain: _____

Only U.S. citizens or those individuals who have a legal right to work in the U.S. are eligible for employment. Can you, upon employment, provide genuine documentation establishing your identity and eligibility to be legally employed in the United States? YES NO

Will you work overtime or shift work? YES NO

You may be required to drive in a slip-seat arrangement which requires that you drive for up to 11 hours per day and work to a maximum of 70 hours per week. This DOT rule mandates that a driver must have at least 24 hours off duty before restarting. Wage Expected \$ _____ Per _____ Date Available _____

EDUCATION						
SCHOOL	NAME & LOCATION	COURSE OF STUDY	YEARS COMPLETED	GRADUATE		DETAILS
				YES	NO	
High School				<input type="checkbox"/>	<input type="checkbox"/>	
College				<input type="checkbox"/>	<input type="checkbox"/>	
Other				<input type="checkbox"/>	<input type="checkbox"/>	

REFERENCES			
List two persons familiar with your work record and/or abilities. Do not list relatives.			
NAME	ADDRESS	PHONE NUMBER	YEARS KNOWN

JOB RELATED SKILLS AND REQUIREMENTS

Do you have a current tanker endorsement? YES NO

Do you have liquid tanker driving experience? YES NO

If yes, how long? _____

Are you willing to take a drug test if required as part of your application? YES NO

If a favorable hiring decision is made, will you submit to a medical examination and/or answer a medical questionnaire (after a hiring decision is made)? YES NO

Have you been given a job description or had the requirements of the job explained to you? YES NO

Do you understand the requirements? YES NO

Have you had safety training? YES NO

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Do you understand the importance of a safe work place?

YES NO

OTHER QUALIFICATIONS

Please list any other qualifications which you have and which you believe would be important for consideration by the Company pertaining to this application.

ENDORSEMENTS AND RESTRICTIONS

ENDORSEMENTS

- TANKER & HAZMAT
- HAZMAT
- TANKER
- PASSENGER
- DOUBLE/TRIPLE TRAILER
- OTHER(LIST): _____

RESTRICTIONS/ WAIVERS (LIST ALL)

FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of the Fair Credit Reporting Act (Public La 91-508) as amended by the Consumer Credit Reporting Act of 1996. I have been informed the Company will procure a motor vehicle report (MVR), criminal background check and reference checks, all of which are defined as a consumer report regarding my driving and background record to determine my suitability for work at the Company.

I understand that I have the rights to request, in writing, information pertaining to the nature and scope of the inquiry and a written summary of my rights under the Fair Credit Reporting Act. I understand that I may have additional rights under applicable state and federal laws.

I hereby authorize the Company to obtain this information and release and hold harmless any person, firm, or entity that discloses such information in accordance with this authorization. This authorization shall remain on file and shall serve as ongoing authorization for the Company to procure a motor vehicle report (MVR) and a criminal check which is defined as a consumer report at any time during my employment period. Any copy of this authorization shall have the same authority as the original.

Signature: _____

Date: _____

Name (Please Print): _____

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NOTIFICATION AND AGREEMENT

I CERTIFY THAT ALL ANSWERS GIVEN BY ME ARE TRUE, ACCURATE AND COMPLETE, I UNDERSTAND THAT THE FALSIFICATION, MISREPRESENTATION OR OMISSION OF FACT ON THIS EMPLOYMENT APPLICATION (OR ANY OTHER ACCOMPANYING OR REQUIRED DOCUMENTS) MAY RESULT IN MY NOT BEING CONSIDERED FOR EMPLOYMENT, AND IF NOT DISCOVERED BY THE COMPANY UNTIL AFTER BECOMING EMPLOYED, IS GROUNDS FOR, AND MAY RESULT IN IMMEDIATE TERMINATION.

Questions regarding this statement should be directed to any employment interviewer before signing. The application will be given every consideration, but its receipt does not imply that the applicant will be employed.

To the extent not otherwise prohibited by FMCSA regulation or any other applicable regulations or laws, it is the policy of the company to provide equal employment opportunities to all individuals, regardless of race, color, creed national origin, ethnicity, ancestry, sex, sexual orientation or preference, age, religious beliefs, disability, genetic information, citizenship status, pregnancy, child bearing status, marital status, veteran status, military service, or any other characteristic protected by applicable law.

I authorize the investigation of all statements and information contained in this application. I release from all liability anyone supplying such information and I also release the Employer from all liability that might result from making an investigation.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written documentation or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

If hired, I agree to abide by all of the company rules and regulations. I further understand that no representation, whether oral or written by any representative or agent of the Company, at any time, can constitute a contract of employment. I understand that the Company shall have the maximum discretion permitted by law to administer, interpret, modify, discontinue, enhance or otherwise change all policies, procedures, benefits or other terms or conditions of employment. No representative or agent of the company, has the authority to enter into any agreement for employment for any specified period of time or to make any change in any policy, procedure, benefit or other term or condition of employment other than in a document signed by the Chairman and CEO or to make any agreement contrary to the foregoing.

NOTICE TO ALL APPLICANTS

The Company may not require a pre-employment medical examination, but does reserve the right to require drug testing and a medical Examination after an offer of employment is made to the applicant. All offers of employment are conditional upon the passing of a drug test for the purpose of detecting the illegal use of drugs. Also, if an employment offer is made, you will be asked to answer certain medical questions. Medical examinations and answers to medical inquiries will be maintained on separate forms, and will be treated as confidential medical records. An applicant will not be excluded from employment unless they have medical conditions that prohibit their

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Ability to perform the essential job functions of the position they desire within this company. The Company will make reasonable Accommodations to qualified individuals with disabilities in the application process and, if hired, allow qualified individuals with disabilities to perform essential job functions. Written job descriptions are available and will be furnished to applicants upon request.

The Company may use the information contained in this application and may contact your former employer(s) for the purpose of Investigating your safety performance history information as required by the Federal Motor Safety Regulations (49 CFR 391.23 (d) and (3). Pursuant to 49 CFR 391.23 (l), you have the following rights regarding the investigative information that is provided to The Company by your previous employer(s):

- You have the right to review the information provided by your previous employer(s);
- You have the right to have errors in the information corrected by your previous employer(s) and for the previous employer(s) to re-send the corrected information to The Company; and
- You have the right to have a rebuttal statement attached to the alleged erroneous information, if you and your previous employer cannot agree on the accuracy of the information.

REPRESENTATION AND WAIVERS

Carefully review the following conditions. If you have any questions regarding the conditions, you should ask for an explanation or Clarification from the employment interviewer. Signify your understanding and specific acceptance of each condition by your signature in the space provided at the end of the conditions.

I hereby authorize The Company to investigate any and all statements contained in this application. I hereby consent to The Company conducting any checks concerning my background which are deemed necessary, advisable, or helpful by The Company (except contacting my current employer prior to hiring, unless permission is granted above). I understand that if hired, I will receive a copy of The Company rules and regulations and the Company's policies including its drug/alcohol policy. I will read and understand the rules, regulations, and policies; and I acknowledge that I will be required to abide by them. I understand that if hired, I will be required to submit to a drug test as part of this application procedure. I hereby consent to that drug test, agree to cooperate fully with that drug test, and waive any and all objections I might otherwise have to such drug testing. I understand that if I am offered employment, it may be contingent upon passing a medical examination. If so, I hereby consent to such medical examination, and will fully cooperate with any required examination. I understand and agree that if this application results in employment, my employment can be terminated with or without cause and with or without notice, at any time, at the option of either The Company or myself. I understand that no manager or representative of The Company as any authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the foregoing.

I certify and guarantee that all statements made on this application are true and complete to the best of my knowledge and without mental reservations. I understand that falsification of this application may result in my not being considered for employment or, in the event I become employed by The Company in my dismissal, regardless of when such falsification is discovered.

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: _____

DO NOT WRITE BELOW THIS LINE

Interviewed by: _____

Hired: YES NO

Date: _____

Interviewed by: _____

Hired: YES NO

Date: _____

Interviewed by: _____

Hired: YES NO

Date: _____

Interviewed by: _____

Hired: YES NO

Date: _____

Position: _____

Salary/Wage: _____

Start Date: _____