

# ***Hammer Transport***

***3606 Nicholas Street***

***Easton, PA 18045***

***Phone: (908) 823-4501***

## **APPLICATION FOR DRIVER POSITION**

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, or the presence of non-job related medical condition or handicap.

As part of the application process, I am aware that certain pre-qualification procedures are involved, including a driving test, classroom attendance and other pre-hiring examinations. I understand and agree that during this period, I am not an employee or owner operator of the Company, and I am not entitled to receive any pay or other compensation for my time spent in these procedures. No such testing by the Company shall be deemed to be a hiring/leasing decision until such time as I receive a written notification from a Company official that I have been hired or leased on as an owner-operator, my position is that of an applicant.

### **PLEASE PRINT**

<b>NAME</b>				<b>SS#</b>		
	<b>LAST</b>	<b>FIRST</b>	<b>MI</b>			
<b>ADDRESS</b>	<b>STREET</b>			<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>
	<b>HOME PHONE (    )</b>			<b>EMAIL:</b>		

### **ADDRESSES FOR PAST THREE (3) YEARS – STATE HOW LONG AT EACH**

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**DATE OF BIRTH** \_\_\_\_/\_\_\_\_/\_\_\_\_

**IF YOU HAVE WORKED FOR THIS COMPANY BEFORE, PLEASE FURNISH DATES:**

**FROM** \_\_\_\_/\_\_\_\_/\_\_\_\_ **TO** \_\_\_\_/\_\_\_\_/\_\_\_\_ **REASON FOR LEAVING** \_\_\_\_\_

**HOW DID YOU FIND OUT ABOUT OUR COMPANY?** \_\_\_\_\_  
INSERT NAME OF EMPLOYEE OR PAPER

### **DRIVER LICENSE**

<b>STATE</b>	<b>LICENSE NUMBER</b>	<b>TYPE OF LICENCSE</b>	<b>EXPIRATION</b>

## WORK HISTORY EXPERIENCE AND QUALIFICATIONS

**In the spaces below give a complete and consecutive work history covering the last 10-years of employment. Show all periods of unemployment and explain reasons for leaving each job. Begin with your present employer and work backwards down the page. Be sure to account for each month of your work experience and explain all periods of unemployment along with dates of unemployment.**

From ____/____	Comp	Duties	Annual Mileage	Reasons for Leaving
	City			
To ____/____	State	Supervisor	Type of Equipment Driven	Was this a safety-sensitive position requiring drug/alcohol testing?
	Phone			Yes _____ No _____

From ____/____	Comp	Duties	Annual Mileage	Reasons for Leaving
	City			
To ____/____	State	Supervisor	Type of Equipment Driven	Was this a safety-sensitive position requiring drug/alcohol testing?
	Phone			Yes _____ No _____

From ____/____	Comp	Duties	Annual Mileage	Reasons for Leaving
	City			
To ____/____	State	Supervisor	Type of Equipment Driven	Was this a safety-sensitive position requiring drug/alcohol testing?
	Phone			Yes _____ No _____

From ____/____	Comp	Duties	Annual Mileage	Reasons for Leaving
	City			
To ____/____	State	Supervisor	Type of Equipment Driven	Was this a safety-sensitive position requiring drug/alcohol testing?
	Phone			Yes _____ No _____

**TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST FIVE (5) YEARS (OTHER THAN PARKING)**

<b>DATE</b>	<b>LOCATION</b>	<b>OFFENSE</b>	<b>PENALTY</b>

**ACCIDENT RECORD FOR PAST FIVE (5) YEARS**

<b>DATE</b>	<b>TYPE OF ACCIDENT: HEAD-ON, BACKING ETC.</b>	<b>FATALITIES</b>	<b>INJURIES</b>

**In consideration of my leasing/employment, I agree to the rules and regulations of this company, and my employment/lease can be terminated with or without notice, at anytime at the option of either the company or myself. I understand that no manager or representative of the company other than the President or Vice Presidents of the company has any authority to enter into any agreements for employment/leasing for any special period of time, or to make any agreement contrary to the foregoing.**

I hereby authorize this company the right to make a thorough investigation of my past employment, education and activities and I release from all persons, companies and corporations supplying information. I indemnify this company against any liability that may result from making such investigations. I understand that any false answer or statement or implication made by me in this application or other required document shall be considered sufficient cause for denial of employment/lease or discharge.

Additionally, I understand that nothing contained in this application, the granting of an interview, or being invited to take a physical, be road tested or allowed to attend a training class is intended to create an employment/lease contract between this company and myself for either employment/leasing or for the providing of any benefit. No promises regarding employment/leasing have been made to me and I understand that no such promise or guarantee is binding upon this company unless made in writing. If an employment/leasing relationship is established, I understand that I have the right to terminate my relationship at any time and that the company has the same right.

My signature below certifies that I completed this application, and that all entries on it and information in it are true, correct and complete.

In connection with my application with you I understand that an investigative consumer report is being requested from DAC Services or another provider, which will include information as to my character, work habits, performance and experience, along with reasons for termination of past employment from the previous employers. Further, I understand that you will be requesting information regarding my driving record and or information from various federal, state and other agencies which maintain records concerning traffic offenses, accidents, etc., as well as information from DAC or other sources concerning: (1) previous driving record requests made by others from such state agencies; (2) state provided driving records; (3) claims involving me in the files of insurance companies; (4) employment histories. I have a right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigation. I hereby consent to your obtaining the above information from DAC or other sources and agree that such information which these sources has or obtains, and my employment history with you, if hired/leased will be supplied to DAC or other companies that subscribe to their services. If you desire, you can review any of this information we receive when processing your application.

**DRUG AND ALCOHOL TEST RESULTS**

**Section 382.413 of the Federal Motor Carrier Safety Regulations states: "An employer shall obtain, pursuant to a driver's consent, information on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substance test results, and refusals to be tested, within the preceding three-years, which are maintained by the driver's previous employers under Section 382.401(b)(1)(i) through (iii)."**

I hereby authorize and give my consent to all former employers to release such information, as specified in Section 382.413(b) of the Federal Motor Carrier Safety Regulations, to this Company.

Section 382.405(h) of the Federal Motor Carrier Safety Regulations states: "An employer shall release information regarding a driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person."

**I AUTHORIZE WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THIS COMPANY TO FURNISH THE ABOVE MENTIONED INFORMATION.**

\_\_\_\_\_  
Applicants Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Name (Please Print)

Yes No

A.	Have you ever been denied a license, permit or privilege to operate a motor vehicle?		
B.	Has any license, permit or privilege been suspended or revoked?		
C.	Have you ever been convicted for driving while intoxicated?		
D.	Have you ever been convicted for possession, sale or use of a narcotic drug?		
E.	Have you ever been refused auto liability insurance?		
F.	Have you ever been arrested or convicted of a crime?		

If answer to A, B, C, D, E or F is yes, state circumstances and dates:


**APPLICANT CERTIFICATION STATEMENT**

I understand that per DOT requirements my Employer must obtain certain information from me for compliance with their applicable DOT Controlled Substance and Alcohol Testing Program. This includes information on any violations of the prohibitions I may have had. If you are unsure about how to complete this portion of the application ask for assistance.

No, I do not have information to report on any violations of the DOT Drug and Alcohol testing regulations.

If you have no information to report, check the above statement and proceed to the certification statement.

Yes, I have information to report on my drug and alcohol history

If while in a DOT mandated drug and alcohol testing program for any employer who had to meet the requirements for any DOT operating agency (FMCSA, FAA, FTA, Coast Guard, RSPA, or FRA) it was determined that you violated drug and alcohol regulations within the prior two-years from the date of application, or if you have not completed the return-to-duty process for any prior violation, you need to complete the following two sections.

I was deemed to have violated one or more of the following DOT prohibitions	Date of violation
I had a verified positive drug test for a prior employer or as a pre-employment test	
I had an alcohol test with an alcohol concentration of 0.04 or greater for a prior employer	
I refused to be tested (includes submitting a substituted or adulterated specimen)	
I performed a safety-sensitive function within four hours after using alcohol	
I used alcohol while performing safety-sensitive functions	
I was involved in an accident that required post-accident testing and I used alcohol prior to being tested	
I used controlled substances while performing a safety-sensitive function	
I was deemed to have violated a drug or alcohol regulation under any mandated program which I have not listed above	

Below I have indicated where the violation took place either as an applicant or employee of said company:

I have  have not  completed the return to duty requirements

Prior employer (or company which I applied to) Company Name
Employers Designated Employer Representative
Employers Address
Employer Telephone Number
Substance Abuse Professional information

**"Certification: I CERTIFY THAT ALL INFORMATION IS COMPLETE AND ACCURATE.**

**I UNDERSTAND THAT FAILURE TO ACCURATELY REPORT INFORMATION MAY RESULT IN MY NOT BEING HIRED OR TERMINATION OF MY EMPLOYMENT IF I AM HIRED."**

Date of application: \_\_\_/\_\_\_/\_\_\_\_\_

Print Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_

To: \_\_\_\_\_  
**(Name of Former Employer)**

I hereby authorize this company the right to make a thorough investigation of my past employment, education and activities and I release from all persons, companies and corporations supplying information. I indemnify this company against any liability that may result from making such investigations. I understand that any false answer or statement or implication made by me in this application or other required document shall be considered sufficient cause for denial of employment/leasing or discharge. Additionally, I understand that nothing contained in this application, the granting of an interview, or being invited to take a physical, be road tested or allowed to attend training class is intended to create an employment/lease contract between this company and myself for either employment/leasing or for the providing of any benefit. No promises regarding employment/leasing have been made to me and I understand that no such promise or guarantee is binding upon this company unless made in writing. If an employment/leasing relationship is established, I understand that I have the right to terminate my relationship at any time and that the company has the same right.

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#### **INVESTIGATIONS AND INQUIRIES**

By my signature below, I authorize this company to conduct an investigation as required by 391.23. The release of information as required by Federal Motor Carrier Safety regulations is granted to the carrier named above. I hereby grant you the authority to release the following information:

General driver identification and employment verification information including dates of employment, duties and type of equipment driven.

Accident information for all DOT recordable accidents as defined by 390.5 of the regulations, and information regarding any additional accidents (DOT or Non-DOT) that you wish to provide to the prospective employers.

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I AUTHORIZE WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY THIS COMPANY TO FURNISH THE ABOVE MENTIONED INFORMATION.

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Applicants Name (Signature)

Date

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Applicants Name (Please Print)

Date

NEW YORK CORRECTION LAW  
ARTICLE 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY  
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

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§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

(1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.

(2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.

(3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.

(4) "License" means any certificate, license permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.

(5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction or preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

(1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

(2) The issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption. 1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:

(a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.

(b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.

(c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.

(d) The time which has elapsed since the occurrence of the criminal offense or offenses.

(e) The age of the person at the time of occurrence of the criminal offense or offenses.

(f) The seriousness of the offense or offenses.

(g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.

(h) The legitimate interest of the public agency or private employer in protection property, and the safety and welfare of specific individuals or the general public.

2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement. 1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.

2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

# FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT AND AUTHORIZATION

## Disclosure

It is \_\_\_\_\_ company policy to perform certain background checks of its employees and  
(Company Name)  
applicants. This may include checking your prior employment, criminal and civil history, drug/alcohol test records, educational records, driving records, credit, etc. Thus you may be subject of a "consumer report" or "investigative consumer report". We will use this information as part of the basis for our decision regarding your employment. This means that your former employers may be contacted and a search of public and private records made. We may not obtain this information without your express written consent. You do not have to consent; however, you will not be eligible for employment unless you agree to permit us to obtain this information. To help us obtain this information we sometimes use a consumer reporting agency. That agency is Helpe, Inc. 402A Dicey Ford Road, Camden, SC 29020, 803-432-3933. In the event that we intend to make an adverse decision based on any information obtained, we will tell you and provide you with a copy of what we obtain; we will also provide a copy of your rights in the form prescribed by the Federal Trade Commission. If you would like a copy of any report that we receive, you can obtain a copy by making that request to us in writing at this time.  
New York Applicants/Employees: You have a right to receive a copy of any report by contacting Helpe, Inc. directly. By signing below you acknowledge receipt of a copy of New York Correction Law Article 23-A.

## Acknowledgement and Authorization

I acknowledge receipt of A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT. I authorize Company and Helpe to make lawful inquiries, including of my prior employers, and other entities and persons to verify my suitability for employment. This may include requests for information regarding my criminal, civil and motor vehicle records. I authorize the release of this information by my prior employer and anyone else having information or documentation about me to Company and Helpe. I release the Company and Helpe and all other persons from any liability for supplying such information and or documentation. I agree that so long as I remain employed by the above named employer, that this Disclosure and Authorization shall remain in effect; accordingly it shall not be necessary for me to sign a new Disclosure and Authorization.

\_\_\_\_ California, Minnesota and Oklahoma Applicants/Employees: Initial if you want to receive a copy of any report

California Applicants/Employees: By signing below, you also acknowledge receipt of a copy of the California notice regarding Background Investigation

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Printed Name of Applicant/Employee	Date of Birth	Social Security Number
Signature	Date	Telephone Number

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List your Current Address – Street/City Zip Code

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List Your Former Addresses for the Last 7 Years Street/City Zip Code

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List Your Former Addresses for Last 7 Years Street/City Zip Code