

Accurate Cargo Delivery Systems, Inc.

2465 South 19th Ave Bldg B, Phoenix, AZ 85009 (602) 252-0505

DRIVER

APPLICATION FOR EMPLOYMENT

We consider all applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

GENERAL INFORMATION

(Last Name)	(First Name)	(Middle Name)	(Social Security Number)
Current Address _____ (Number and Street)			
(City)	(State)	(Zip Code)	
Telephone Number(s): _____ (Area Code)		_____ (Area Code)	

If at current address less than 3 years, indicate previous address(es) _____

For checking prior records, provide other names under which you have worked _____

Can you, after employment, submit evidence of your lawful right to work in the U.S.? Yes No
(Proof of citizenship or immigration status will be required upon employment)

Have you ever filed an application here before? Yes No If Yes, give date _____

Have you ever been employed here before? Yes No If Yes, give dates _____

Are you employed now? Yes No On what date will you be available for work? _____

Would you object to **Accurate Cargo** contacting your current employer? Yes No

Indicate availability to work: Full Time Part Time Casual Days Nights

If hired, and you are under 18 years of age, can you furnish a work permit? Yes No

Have you ever been disciplined for attendance problems (absences, tardiness)? Yes No

If yes, please explain: _____

Except at the direction of a physician, have you used narcotics within the last 12 months? Yes No

If yes, please explain: _____

Have you ever been convicted of a felony? Yes No

If yes, please explain: _____
(A conviction will not necessarily disqualify applicant from the job applied for)

IN CASE OF EMERGENCY NOTIFY: _____
Name Phone #1

Address

Phone #2

EDUCATION

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5(+)

SCHOOLS	NAME AND LOCATION	COURSE OF STUDY	DIPLOMA/GED/DEGREE

MILITARY (Complete this section if you served in the U.S. Armed Forces)

PERIOD OF ACTIVE DUTY No. Years No. Months	DISCHARGE STATUS	SPECIAL TRAINING
Branch of Service		
Rank at Discharge		

PERSONAL REFERENCES (Do not include relatives or former employers)

NAME	ADDRESS	TELEPHONE	OCCUPATION	HOW LONG HAVE YOU KNOWN

CLERICAL QUALIFICATIONS

List courses and training in office work _____

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Typing (wpm)			Accounts Receivable		
Shorthand (wpm)			Accounts Payable		
Billing			Billing		
Filing			Claims		
Computers (indicate software)			Credit/Collections		
Word Processing			Customer Service		
Spreadsheets			Data Processing		
Publishing			Rates		
Other:			Interline		
10 Key (touch?)			Reception		
Other:			Sales		
			Secretarial		

DRIVER EXPERIENCE AND QUALIFICATIONS

Drivers License No. _____ State _____ Class _____ Endorsements _____ Exp. Date _____

Has your license ever been revoked, suspended or denied? Yes No

If Yes, please explain _____

Have you tested positive or refused to test on any pre-employment drug and alcohol test administered by an employer you applied to during the past 2 years? Yes No

If Yes, please explain _____

Date of last Department of Transportation physical _____

Has your Medical Certification ever been revoked, suspended or denied? Yes No

If Yes, please explain _____

List special courses or training that will help you as a driver _____

List states operated in during last five years _____

What safe driving awards do you hold and from whom? _____

ACCIDENT RECORD FOR PAST 3 YEARS

DATE AND TYPE OF ACCIDENT	LOCATION	INJURIES	CHARGEABLE OR NON-CHARGEABLE

TRAFFIC CITATIONS FOR PAST 3 YEARS

DATE	LOCATION	VIOLATION

EXPERIENCE RECORD

CLASS OF EQUIPMENT	WHERE	NO. OF YEARS
Straight Truck		
Tractor & Semi Trailer		
Doubles		
Line		
Sleeper		

DOCK EXPERIENCE AND QUALIFICATIONS

TYPE OF EXPERIENCE	WHERE	NO. OF YEARS
Forklift		
Pallet Jack		
Checker/Loader		
Shipping/Receiving		
Warehouse		

MAINTENANCE EXPERIENCE AND QUALIFICATIONS

List courses and training in maintenance work _____

NUMBER OF YEARS EXPERIENCE:

Diesel _____ Type _____ Model _____

Gas _____ Type _____ Model _____

Do you have a complete set of mechanical tools? Yes No

Familiar with what types of equipment (i.e. Peterbilt, Freightliner, etc.)? _____

Specialized in any phase (i.e. fuel pumps, brake systems, front end, etc.)? _____

ADDITIONAL EXPERIENCE	WHERE	NO. OF YEARS
Axles & Frame		
Body & Fender		
Brakes		
Electrical		
Lubrication		
Painting		
Preventative Maint.		
Tire Change and Repair		
Transmission		
Trailer Repair (type)		
Welding (air/gas)		

EMPLOYMENT RECORD

Please give **accurate and complete** record of all full-time or part-time employment during the past 10 years. Start with present or most recent employer and account for all periods of unemployment. If you need additional space, please use a separate sheet of paper.

Company	Type of Business	Telephone: Fax:
Address		Employment (Month/Year) From To
Name of Supervisor		Rate of Pay Start Last
Your Job Title and Description of Work		Reason for Leaving

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Your Job Title and Description of Work		Reason for Leaving

Company	Type of Business	Telephone: Fax:
Address		Employment (Month/Year) From To
Name of Supervisor		Rate of Pay Start Last
Your Job Title and Description of Work		Reason for Leaving

Notification and Authorization For Background Investigation

I hereby authorize Accurate Cargo Delivery Systems, Inc. , hereafter referred to as The Company, to obtain a consumer report and/or an investigative consumer report for employment purposes.

I understand this may include inquiries regarding my educational background, work history, personal financial status and credit history, court records, including criminal as permitted by law, driving history, workers compensation history, and references obtained from professional and personal associates. I further understand and agree that a consumer report may be obtained at any time, and any number of times, as The Company in its sole discretion determines is necessary before, during, or after my employment.

Medical and workers' compensation information will only be requested in compliance with the Federal Americans with Disabilities Act (ADA), and/or any other applicable state laws. The Fair Credit Reporting Act gives you specific rights. If we rely on the report for an adverse action, before taking the adverse action we will give you a pre-adverse action disclosure that includes a copy of the report.

By my signature below, I hereby authorize all previous employers, educational institutions, consumer reporting agencies and other persons or entities having information about me to provide such information to The Company or other entity that obtains information for the company. I further fully release The Company, its employees, officers, directors, agents, successors and assigns, and all other parties involved in this background investigation, and including all consumer reporting agencies, credit agencies, and those companies or individuals who provide information to The Company concerning me, from any claims or actions for any liability whatsoever related to the process or results of the background investigation.

Please print full name Last First Middle

Home Address Street City State Zip

Social Security Number Driver License Number State Issued

Date of Birth: MM/DD/YYYY

Please print any names or social security numbers you have ever used other than above.

*I understand that this application is not an employment contract and that, if hired, my employment and compensation can be terminated, with or without cause, at any time at the option of either the company or myself.
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.*

I HAVE RECEIVED A COPY OF THIS NOTICE AND AUTHORIZATION

Applicant Signature Today's Date

MINIMUM DRIVER GUIDELINES

The following guidelines assure the insurability of drivers for Accurate Cargo. Drivers who cannot be insured, will not be hired.

DRIVER(S)

- A. Must meet all Federal Motor Carrier Safety Regulations
- B. Must have a valid Commercial Driver License with proper endorsements. No current license suspension/revocation. A work permit is not acceptable.
- C. No major traffic violations within the last 3 years.
 - 1) Reckless/Careless Driving
 - 2) Driving while intoxicated or under the influence of drugs.
 - 3) Hit and run, leaving the scene of an accident, failure to report an accident
 - 4) Excessive speeding as defined by D.O.T.: any single offense for any speed 15 M.P.H. or more above the posted speed limit.
- D. No more than 2 moving violations within the last 3 years and no more than 1 moving violations within the last 12 months.
- E. No preventable accidents involving a fatality, bodily injuries treated away from the accident scene, or disabling damage to a motor vehicle within 3 years. (Disabling damage means damage that precludes departure of any motor vehicle from the scene of the accident in its usual manner in daylight after simple repairs. This includes damaged vehicles that are drivable, but would incur further damage, if so driven.)
- F. Two years experience in the operation of tractor/trailer equipment.
- G. At least 23 years old. (Drivers 25 years old and over are encouraged)

COMPANY DRIVER HIRING PROCEDURES

It is the policy of Accurate Cargo that all drivers will be hired in accordance with the driver qualification requirements found in 49 CFR Part 391 and the Employment Eligibility requirements promulgated by the Immigrations and Naturalization Service.

APPLICATION

All applicants must complete an application form in their own handwriting. This must include required information concerning prior work experience for the past 10 years, prior driving experience for the past 3 years, prior accident involvement for the past 3 years, prior violations of traffic laws for the past 3 years, etc.

DRIVERS LICENSE

The person accepting the application will request, examine and photocopy the applicant's driver license. It should be examined for any apparent tampering, proper class, validity, etc.

SOCIAL SECURITY CARD

The person accepting the application will also request, examine and photocopy the applicant's social security card. It should be examined for any signs of tampering.

MEDICAL CERTIFICATE

The person accepting the application will also request, examine and photocopy the applicant's current medical certificate.

DMV REPORT (MVR)

The person accepting the application will request, examine and photocopy an original DMV printout. It should be examined for any signs of tampering and should be current (within 30 days). An applicant will not be considered eligible for employment with 2 or more moving violations within the past year or a conviction for driving under the influence of drugs or alcohol or a conviction for reckless driving within 3 years.

Any applicant who possessed a drivers license in any other state for the past 3 years must the states in which the license was held. We will then request a MVR printout from those states.

REQUESTS TO FORMER EMPLOYERS

We will request background information from any employer the applicant has worked for within the prior 3 years. Specific information will be asked concerning the applicants driving record, involvement in accidents and injuries, etc.

Specific information regarding drug and alcohol testing history for the prior 2 years will be requested from each employer as per DOT Regulation (49 CFR 382.405 and 382.413). A positive drug test, alcohol test result of 0.04 or greater or a refusal to be tested will render the applicant ineligible for hire by Accurate Cargo Delivery Systems, Inc..

PERSONAL INTERVIEW

A personal interview will be held with those applicants who are under consideration for employment. During the interview sufficient questions will be asked to allow the company to verify the information contained on the application form.

ROAD TEST

Following the personal interview, those applicants under consideration for employment will be given a road test as required in 391.31. A record of this road test will be prepared and placed into the applicant's file. The applicant will be given a certificate of road test and a copy shall be placed into the applicants file.

DRUG SCREEN

An applicant being considered for hire will be required to submit to a pre-employment urine drug screen as required by 391 subpart H. An applicant testing positive will not be eligible for employment. The results of drug screens will be placed in the employee's medical file upon hire.

NEW EMPLOYEE ORIENTATION AND STUDENT TRIP

Any applicant successfully passing all tests, examinations and requirements will then be considered qualified and eligible for employment. Prior to being allowed to drive solo in a COMPANY vehicle, all newly hired drivers will be required to participate in the company new employee orientation. This orientation includes having the new driver complete all additional employment and driver qualification forms, which are to be placed in the employee's driver qualification file.

The new driver is issued a copy of the company handbook containing the rules and policies under which COMPANY operates. A receipt acknowledging receipt and understanding of the handbook is signed by the employee and witness and placed in the employee's file.

A "student trip" is required with a senior driver. During this trip, the senior driver will be able to conduct a thorough evaluation of the new driver's abilities and answer any questions. Also, during the student trip, the senior driver can conduct some remedial training, should the need for additional training be identified during the trip.