



Transport, Inc.

EMPLOYMENT APPLICATION (NON-DRIVING / NON-MAINTENANCE)

AN EQUAL OPPORTUNITY EMPLOYER

Please answer all questions and fill out completely.

PERSONAL DATA

Last Name First Name Middle Initial

If you have ever used another name, please provide name(s)

Present Address

City State Zip Code

Telephone (Home) Telephone (Business)

Social Security No.

Have you ever worked for Roehl Transport? Yes No

If yes, which location and when?

Do you have relatives who work, or have worked for Roehl Transport? Yes No

If yes, give name, relationship and location

How did you become interested in Roehl Transport? Referred by employee (Name)

Public/State Agency Advertisement (Publication)

Other

Are you under 18 years of age? Yes No

Are you legally eligible for employment in the United States? Yes No

GENERAL INFORMATION

Have you ever been convicted of a crime other than a minor traffic violation, or are you awaiting trial for any charge other than a minor traffic violation? Yes No If so, when What were you convicted for?

If yes, explain

(A conviction or pending trial will not necessarily disqualify you from the position for which you have applied)

Answer bulleted questions if applying for a job which requires you to drive.

- Do you have a U.S. Driver's License? Yes No Type: Chauffeur's Driver's State
Has it ever been suspended or revoked? Yes No If yes, explain
How many vehicle accidents have you had in the past five years?

Do you have any financial interest in any business, or employment in another position, that may conflict with your employment by Roehl Transport? Yes No

If yes, please explain:

Have you been involuntarily discharged or suspended from employment in the last five years? No Yes - Explain:

## JOB REQUIREMENTS

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Position applying for \_\_\_\_\_

Applying for:

Full-time       Temporary  (Until \_\_\_\_\_)      Part-time       Other

If applying for part-time work, what hours are you available? \_\_\_\_\_

What date would you be available to start? \_\_\_\_\_

If position requires, are you willing to travel?       Yes       No

## SKILLS AND EXPERIENCE

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Check each of the following with which you have had experience:

Typing (WPM) \_\_\_\_\_       Computer Terminal       10 Key/Calculator       Switchboard

Others (list): \_\_\_\_\_

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Check each PC Software Program you have had experience in and circle your ability in each.

<input type="checkbox"/> Microsoft Windows	Basic	Proficient	Expert
<input type="checkbox"/> Microsoft Word	Basic	Proficient	Expert
<input type="checkbox"/> Microsoft Excel	Basic	Proficient	Expert
<input type="checkbox"/> Microsoft Power Point	Basic	Proficient	Expert
<input type="checkbox"/> Microsoft Access	Basic	Proficient	Expert

We have provided this additional space for you to describe your special skills, abilities and qualifications. Please take this opportunity to fill it out completely as it will help us to determine the areas we could best utilize your talents.

Describe any skills or special abilities you have acquired through work, military, or volunteer experience.

List your strongest qualifications for employment at Roehl Transport.

How would your present or past employer describe you as an employee?

# EMPLOYMENT HISTORY

Beginning with present or most recent position, list past employment including U.S. Military, temporary or volunteer.

A. Company Name				Phone Number		
Address		Street		City		State Zip Code
Job Title				Supervisor's Name and Title		
Dates: mo/yr From		mo/yr To		Employment Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		hrs. per _____ wk. Earnings: Start Final
Describe duties: (Be specific, include equipment operated and supervisory responsibilities, if any.)						
Reason for leaving:				May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:		
B. Company Name				Phone Number		
Address		Street		City		State Zip Code
Job Title				Supervisor's Name and Title		
Dates: mo/yr From		mo/yr To		Employment Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		hrs. per _____ wk. Earnings: Start Final
Describe duties: (Be specific, include equipment operated and supervisory responsibilities, if any.)						
Reason for leaving:				May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:		
C. Company Name				Phone Number		
Address		Street		City		State Zip Code
Job Title				Supervisor's Name and Title		
Dates: mo/yr From		mo/yr To		Employment Status <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		hrs. per _____ wk. Earnings: Start Final
Describe duties: (Be specific, include equipment operated and supervisory responsibilities, if any.)						
Reason for leaving:				May we contact for a reference? <input type="checkbox"/> Yes <input type="checkbox"/> No, explain:		
List other employment not shown above (if you need additional space, please attach a separate sheet.)						
From Date	To Date	Name & Address of Employer	Type of Business	Position Held	Salary	Reason for Leaving

# EDUCATION

Name of School	Complete Address			Graduate		Type of Degree or Diploma		
		From Mo	Yr	To Mo	Yr			
High School								
							Major(s)	Minor(s)
College or University								
Other (Graduate, Correspondence, Technical, Professional, etc.)								
Overall Grade Point Average _____ Out of a Possible _____								

As an equal opportunity employer, we do not discriminate in hiring or employment on the basis of age, race, religion, creed, color, disability, marital status, pregnancy, arrest record, conviction record, sex, national origin, ancestry, sexual orientation, military reserve, or any status within any other protected group. No questions on this application are intended to secure information to be used for such discrimination.

**CONVICTIONS ARE NOT AN ABSOLUTE BAR TO EMPLOYMENT AND ONLY WILL BE CONSIDERED IF THERE IS A SUBSTANTIAL RELATIONSHIP TO THE CIRCUMSTANCES OF THE PARTICULAR JOB OR IF BONDABILITY IS AN ISSUE.**

Any offer of employment, if made, will be conditioned upon your immediate production of documentation to prove your employment eligibility status under the Immigration Reform and Control Act of 1986.

I certify that the information contained in this application is true and complete. I understand that any falsification or omission of information will be sufficient grounds for denial of employment, and if hired, for termination. I understand that employment is conditioned upon verification of the information contained herein.

I authorize the listed employers, schools, and personal references, as well as any other persons; schools; companies; credit bureaus; state licensing enforcement and other governmental agencies, to give Roehl Transport (without further notice to me) any and all information about my previous employment and education, along with any other pertinent information they may have, personal or otherwise. I release all parties from all liability, and agree not to file any claim, lawsuit or any other cause of action of any kind against any person or entity arising out of the furnishing or use of such information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with Roehl Transport 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 document or by conduct unless such change is specifically acknowledged in writing by the President of Roehl Transport.

In consideration of my employment by Roehl Transport, I agree to learn and conform to Roehl Transport's rules and policies. I further agree that I have the right to terminate my employment without notice at any time for any reason, and that Roehl Transport also retains this right.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

*For Office Use Only*

Date Received: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

Location: \_\_\_\_\_

This application will become inactive one year after the date of receipt.

**Please keep this sheet for future reference.**

## **NOTICE TO ALL APPLICANTS**

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On November 6, 1986, President Reagan signed into law the Immigration Reform and Control Act of 1986. This law prohibits employers from hiring illegal aliens and imposes a detailed record keeping procedure for all applicants after hire to verify each individual's U.S. citizenship or right to remain in the U.S. You should be aware that if you are hired by Roehl Transport, Inc., you will be required to produce various documents, described below, to verify your U.S. citizenship status or right to work in the U.S.

### **Required Documents**

To meet the documentation requirements of the Act, all new employees will be required to produce a document from "List A" or documents from both "List B" and "List C" to verify their identity and "employment authorization" (i.e., U.S. citizenship status or immigration documents verifying right to work in the U.S.). Most new employees find it easiest to bring a driver's license and Social Security Card. Please ensure you bring these on your first day.

#### **List A Documents Which Establish Both Identity and Employment Authorization:**

- United States Passport
- Certificate of United States Citizenship, INS Form N-560 or N-561
- Certificate of Naturalization, INS Form N-550 or N-570
- Unexpired foreign passport, if the passport has an unexpired stamp which reads, "Processed for I-551. . . Employment Authorized."; or has attached a Form I-94 bearing the same name as the passport, which has an employment authorization stamp, with an unexpired period of endorsement and the proposed employment does not conflict with any restrictions identified on Form I-94
- Alien Registration Receipt Card, INS Form I-131 or Resident Alien, INS I-331, provided the card contains a photograph of the individual
- Temporary Resident Card, INS Form I-668, or
- Employment Authorization Card, INS Form I-668A

#### **List B Documents Which Establish Identity of the Individual:**

- A state-issued driver's license or identification card if it contains a photograph of the individual, or if the document does not contain a photograph, identifying information, such as name, birthdate, sex, height, color of eyes, or address must be included;
- School identification card with a photograph
- Voter's registration card
- U. S. military card or draft record
- Identification card issued by federal, state or local government agencies or entities
- Native American tribal documents – U.S. Coast Guard Merchant Mariner Card; or
- Driver's license issued by Canadian government authority

#### **List C Documents Which Establish Employment Authorization:**

- Social Security Card other than one not valid for employment purposes
- An unexpired re-entry permit, INS Form I-327
- An unexpired Refugee Travel document, INS Form I-571
- A Certification of Birth issued by the Department of State, Form FS-545
- An original or certified copy of a birth certificate issued by a State or recognized subdivision thereof bearing a seal
- An employment authorization document issued by INS
- Native American tribal documents
- U. S. Citizen Identification Card, INS Form I-197; or
- Identification Card for use of resident citizen INS Form-197.

The Act further provides that an employer may photocopy for its records any or all the documents produced by an employee.

All employees hired on or after November 7, 1986 also will be required to complete a form prepared by the U.S. government verifying U.S. citizenship or, for aliens, verifying that the employee is lawfully admitted for permanent residence or authorized by the Attorney General for employment in the U.S.

# APPLICANT/EMPLOYEE CONSUMER REPORT DISCLOSURE AND CONSENT FORM

Name: \_\_\_\_\_  
Last First Middle

Other Names Used: \_\_\_\_\_  
Last First Middle

Present Address: \_\_\_\_\_  
Street City State Zip Telephone

Previous Address: \_\_\_\_\_  
Street City State Zip Telephone

Social Security No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Month/Day/Year (Optional)

In consideration for processing my application for employment, promotion or retention, I hereby authorize Roehl Transport, Inc. to receive information concerning my employment suitability and qualification. This may include information on my past employment and education, criminal records, credit history, motor vehicle records, personal references and other job related data. I understand Roehl Transport, Inc. may utilize the services of an outside agency to obtain a consumer report with the above information and I authorize Roehl Transport, Inc. to do so. I understand that I have the right to request from the consumer reporting agency used by Roehl Transport, Inc. additional information about the nature and scope of the report. I request and authorize the appropriate individuals, companies, institutions, or agencies to release information to a consumer reporting agency and to Roehl Transport, Inc. and I release them from any liability as a result of such inquires or disclosures. I also release Roehl Transport, Inc. and the consumer reporting agency from any and all liability with respect to the release or dissemination of any such information. I understand and agree that my employment, promotion, or retention may be determined in whole or in part based on the report issued to Roehl Transport, Inc.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date