

INSTRUCTIONS FOR ON-LINE APPLICANTS:

Please provide as much information as possible.

All yellow hi-lighted areas must be filled in. Here are some helpful hints:

PAGE 1 – “PRE APPLICATION FORM” - Answer all questions. Indicate if you have a class A or B or C license; provide a dollar amount for salary desired; list your skills and qualifications (ie 20 years class A license with no tickets or accidents).

PAGE 2 – “DRIVER’S APPLICATION FOR EMPLOYMENT FORM” - Answer all questions. “MI” stands for your middle initial. If you do not have one, please indicate “none”.

PAGE 3 – “PERSONAL INFORMATION FORM” - Answer all questions. Be specific. You must provide your residences for the previous 3 years. Answer all “yes” or “no” questions.

PAGE 4 – The “10 YEARS EMPLOYMENT HISTORY WITHOUT GAPS” pages are very important. Enter as much information as possible for your current and all previous employers for the last 10 years. You must enter employer name, address, phone, city, state, contact person (indicate HR if you do not remember), the month and year you worked there, position held (ie class A driver), your salary (per hour/week/month – not cents per mile – estimate the best you can for an average), and reason for leaving. Also answer “yes” or “no” to the FMCSR and 49 CFR questions (if you were driving a commercial vehicle you should answer “yes”). If you did not drive (ie warehouse, clerical work), answer “no”. If you are unemployed, write your name for “name” of employer, with your address and phone number, dates of unemployment, indicate \$0 for salary, and answer “no” to both FMCSR and 49 CFR questions.

PAGE 5 – “Accident Record” must match your motor vehicle report. The “Traffic Conviction” information must also match the motor vehicle report. The “date” in this box is the conviction date, not the day the citation was issued. For “penalty” information, enter “fined”. If you have no accidents or traffic convictions, write “none”. For “Experience & Qualifications” box and questions, fill out completely. For the “Driving Experience” box, be specific and accurate (answer “yes” or “no” for class of equipment, circle types driven, dates (month and year) and approximate mileage (ie 400,000, not 400K). Finally, answer the other six questions about your experience, skills and qualifications.