

## L&J TRANSPORTATION COMPANIES, INC.

### Employment Application

APPLICANT INFORMATION			
Last Name	First Name	M.I.	Date
Street Address		Apartment/Unit#	
City	State	Zip	
Phone	E-mail Address	D.O.B. / /	
Cell Phone			
Date Available	Social Security No.	Desired Salary	
Position Applied For			
Are you a citizen of the United States?    ___ YES ___ NO			
Have you ever worked for this company?    ___ YES ___ NO			
Have you ever been convicted of a crime?    ___ YES ___ NO			

EDUCATION			
High School		Address	
From:	To:	Did you graduate?    ___ YES ___ NO	Degree
College		Address	
From:	To:	Did you graduate?    ___ YES ___ NO	Degree
Other		Address	
From:	To:	Did you graduate?    ___ YES ___ NO	Degree

REFERENCES			
<i>Please list three professional references.</i>			
Full Name		Relationship	
Company		Phone (    )	
Address			
Full Name		Relationship	
Company		Phone (    )	
Address			
Full Name		Relationship	
Company		Phone (    )	
Address			

**PREVIOUS EMPLOYMENT**

Company	Phone (    )
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities
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From:	To:	Reason for Leaving
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May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Company	Phone (    )
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities
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From:	To:	Reason for Leaving
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May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO
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Company	Phone (    )
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Address	Supervisor
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Job Title	Starting Salary \$	Ending Salary \$
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Responsibilities
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From:	To:	Reason for Leaving
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May we contact your previous supervisor for a reference? <input type="checkbox"/> YES <input type="checkbox"/> NO
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**MILITARY SERVICES**

Branch	From:                      To:
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Rank at Discharge	Type of Discharge
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If other than honorable, explain:
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**DISCLAIMER AND SIGNATURE**

I certify that my answers are true and complete to the best of my knowledge.  
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature	Date
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## **DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION**

As a part of our hiring background check and investigation, we may ask Hire Right, a consumer reporting agency, to prepare a consumer investigative report prior to your being qualified or during the course of your work relationship if hired. The consumer investigative report may consist of contacting all listed prior employers or motor carriers to verify your work experience, work history, as well as job performance. It may also include credit information, a check of applicable criminal police or court records. Some of this information will be obtained by interviewing former employers. Under the provisions of the Fair Credit Reporting Act (15 USC at 1681-1681u) as amended, before we can seek such a report from Hire Right we must have your written permission for Hire Right to obtain the information and to provide it to us as part of our analysis of your application for qualification with L&J Transportation Companies, Inc.

Below you will find an authorization and release for Hire Right to prepare and for L&J Transportation Companies, Inc. to receive a copy of the report. If you do not wish to execute this release, please return all of the application materials to the person from whom you obtained them.

## **AUTHORIZATION AND RELEASE TO OBTAIN EMPLOYMENT INFORMATION**

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et. Seq., the Americans With Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit L&J Transportation Companies, Inc. to obtain from Hire Right an investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil records, worker's compensation (post-offer only) and drug testing;
3. (For truck drivers only) In accordance with the Department of Transportation Motor Carrier Safety Regulations, Section 382.413, information concerning alcohol and controlled substances for the past 3 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that the above items, which constitute an "investigative consumer report", may include information as to my character, general reputation, person characteristics, and mode of living, which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of the authorization has the same effect as an original.

I hereby release and hold harmless any person, firm or entity that discloses matters in accordance with this authorization, as well as L&J Transportation Companies, Inc. and Hire Right from liability that might otherwise result from the request for use of and/or disclosure of any and all of the foregoing information.

I understand and acknowledge that under provisions of the Fair Credit Reporting Act I may request a copy of the consumer investigative report from Hire Right the consumer-reporting agency that compiled the report, after I have provided Hire Right with proper identification.

I hereby authorize Hire Right to obtain and prepare an investigative consumer report as set forth above and to provide that report to L&J Transportation Companies, Inc. as part of its investigation of my qualification application.

Signature \_\_\_\_\_

Witness \_\_\_\_\_

DATE

DATE

Full Name \_\_\_\_\_

(please print clearly)