# **Driver's Application For Employment**

Applicant Name				Date of Applic	ation
Company	P & B Transportation	l			
Address	1807 Revere Dr				
City	Bismarck	State	North Dakota	Zip Code	58501

In compliance with Federal and State equal employment opportunities laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

# TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.) I hereby release employers, schools, health care providers and other personal from all liability in responding to inquiries and releasing information in connection with my application. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

\* Review information provided by previous employers;

\* Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and

\* Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannnot agree on the accuracy of the information.

Signature

Date

Typed name will constitute electronic signature

FOR COMPANY USE

	PROCESS RECORD	
APPLICANT HIRED	REJECTED	
	POINT EMPLOYE	D
DEPARTMENT	CLASSIFICATION	I
(IF REJECTED SUMMARY REPORT OF REASON SIGNATURE OF INTERVIEWING OFFICER	NS SHOULD BE PLACED IN FILE)	
TER	MINATION OF EMPLOYMEN	ІТ
	DEPARTMENT RI	ELEASED FROM
DISMISSED		OTHER
TERMINATION REPORT PLACED IN FILE _	SUPERVISOR	

# **APPLICANT TO COMPLETE**

(answer all questions - please print)

Position(s) Ap	oplied for				
Last Name		Firs	st Name	Middle	SSN
	esses for the pas	t 3 years.			
Current Addresses	Address		Cit	у	State
	Zip		Phone	How	Long?
Previous Ad	dresses				
Address		City	State	Zip	How Long?
Address		City	State	Zip	How Long?
Address		City	State	Zip	How Long?
Address		City	State	Zip	How Long?
Do you have	the legal right to v	vork in the United	States? OYes ONo		
Date of Birth		(Required for Com	mercial Drivers) Can yo	u provide proof of age?	⊖Yes ⊖No
Have you wo	ked for this comp	any before?	Yes ONo Where?		
Dates: From		То	Rate of Pay	Po	sition
Reason for le	aving				
Are you now	employed?	Yes ⊖No lfn	ot, how long since leaving l	ast employment?	
Who referred	you?		I	Rate of pay expected	
Have you eve	er been bonded?	⊖Yes ⊖No	Name of bonding comp	any	
(Answer only if	a job requirement)		If you place	avalain fully on a conorte ob	east of paper. Conviction of a prime in
Have you eve	er been convicted	of a felony?			neet of paper. Conviction of a crime is rcumstances will be considered.
Is there any r	eason you might l	be unable to perfo	rm the functions of the job	for which you have applie	d [as described in the attached

job description]? O Yes O No

If yes, explain if you wish

# **EMPLOYMENT HISTORY**

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. List complete mailing address, street number, city, state and zip code.

Applicants to drive a commercial motor vehicle\* in intrastate or interstate commerce shall also provide an additional 7 years' information on those employers for whom the applicant operated such vehicle. (NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)

	dress				DATE
Name				From	То:
Address					
City	State	Zip		Position Held	
Contact Person		Phone Number		Salary/Wage	
Were you subject to the FI	MCRs^ Whi	le Employed? OYes	No	Reason For Leaving	
Was your job designated a requirements of 49 CFR P			OT-regulated mode s	ubject to the drug a	nd alcohol testing

### **EMPLOYMENT HISTORY (continued)**

	EMPLOY	/ER		DATE		
Name			From	To:		
Address						
City	State	Zip	Position Held			
Contact Person	F	hone Number	Salary/Wage			
Were you subject to	the FMCRs^ While Emp	oloyed? OYes ONo	Reason For Leaving	]		
	ated as a safety-sensitiv CFR Part 40? OYes	ve function in any DOT-regula	ted mode subject to the drug	and alcohol testing		
	EMPLOY	′ER		DATE		
Name			From	To:		
Address						
City	State	Zip	Position Held			
Contact Person	P	hone Number	Salary/Wage			
Were you subject to	the FMCRs^ While Emp	oloyed? OYes ONo	Reason For Leaving	Reason For Leaving		
	ated as a safety-sensitiv CFR Part 40? OYes	ve function in any DOT-regula	ted mode subject to the drug	and alcohol testing		
	EMPLOY	/ER		DATE		
Name			From	To:		
Address						
City	State	Zip	Position Held			
Contact Person	F	Phone Number	Salary/Wage	Salary/Wage		
Were you subject to	the FMCRs <sup>^</sup> While Em	oloyed? OYes ONo	Reason For Leaving	Reason For Leaving		
Was your job designated requirements of 49 C	ated as a safety-sensitiv CFR Part 40? OYes	ve function in any DOT-regula	ted mode subject to the drug	and alcohol testing		
	EMPLO	/ER		DATE		
Name			From	To:		
Address						
City	State	Zip	Position Held			
Contact Person	F	hone Number	Salary/Wage			
Were you subject to	the FMCRs^ While Em	oloyed? OYes ONo	Reason For Leaving	3		
Was your job design		ve function in any DOT-regula	ted mode subject to the drug	and alcohol testing		

\*Includes vehicles having GVWR of 26,001 lbs. or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in the quantity requiring placarding.

<sup>^</sup>The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,0001 pounds or more, (2) is designed or used to transport more than 8 passengers (including the driver), OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD for pa	st 3 years or more (attach sl	heet if more space is	required). If no	on, write <b>none</b> .	
Dates	<b>Nature of Accicent</b> (Head-on, Rear-End, Upset, e	etc.) Fatalitie	es	Injuries	Hazardous Material Spill
Last Accident					<u> </u>
Next Previous					<u> </u>
Next Previous					
	nd forfeitures for the past 3 y	ears (other than park	king violations)	If none, write <b>none</b>	
Location	Date		Charge		Penalty
		sheet if more space i			
List all driver licenses or per	mits held in the past 3 years State			Туре	Expiration Date
DRIVER					
LICENSES					
	EITHER A OR B IS YES, GI		Yes () No		
DRIVING EXPERIENCE che Class of Equipmer	-	Equipment Type	D From	ates To	Approx. No. of Miles (Total)
Straight Truck	⊖Yes ⊖No				
Tractor and Semi-Trailer	⊖Yes ⊖No				
Tractor - Two Trailers	⊖Yes ⊖No				
Tractor - Three Trailers	⊖Yes ⊖No				
	○Yes ○No More than 8 par	-			
Motorcoach - School Bus Other	Yes No More than 15 pa	assengers.			
List states operated in for	last five years:				·
Which safe driving awards	s do you hold and from whor	n?			
Show any tricking, transp	EXPERIENCI ortation or other experience	E AND QUALIFICAT that may help in your			
List courses and training	other than shown elsewhere	in the application			
List special equipment or	technical materials you can	work with (other that	n already show	n)	
		EDUCATION			
Highest Grade Complete	A Last School	Attended & Location	(city & state)		
This certifies that this applic best of my knowledge.	<b>TO BE REA</b> ation was completed by me,	AD AND SIGNED BY , and that all entries c		ation in it are true ar	nd complete to the
Signature:			Date:		

# CONFIDENTIAL REQUEST FOR INFORMATION

From Previous Employer

The Federal Motor Carrier Safety Regulations require all previous employers of this applicant to respond to this request for information within 30 days. Failure to comply with this request is in violation of 49CFR 391.23 and 40.25. Questions concerning the requirements of this regulation should be directed to the Office of the Federal Motor Carrier Safety Administration at (404) 327-7400, during business hours.

#### TO:

X

DATE:

Date:

I hereby authorize this company to release to all records of employment, including assessments of my job performance, ability, and fitness, including the dates of any and all alcohol or drug tests, with confirmed results, and/or my refusal to submit to any alcohol and drug tests and any rehabilitation completion under direction of Substance Abuse Professional (SAP) and/or Medical Review Officer (MRO) to each and every company (or their authorized agents) making such request in connection with my application for employment with said company. I, hereby, release the above named company, and its employees, officers, directors, and agents from any and all liability of any type as a result of providing the following information to the below mentioned person and/or company.

Applicant's Signature: \_\_

(Former Employer-Name, City, State)

Typed name will constitute electronic signature

## Dear Personnel Manager:

The person named herein has applied to our company for employment in a safety-sensitive position. Your firm is listed by the applicant as a past employer. Please kindly reply to this inquiry respecting this applicant. As you will note from the waiver stated above, all liability of you and your company has been released by the applicant.

# **REQUEST FROM:**

Company:P & B TransportationAddress/City/State/Zip:1807 Revere Dr., Bismarck, ND 58501Telephone Number:701-221-2465Fax Number:701-224-1353Contact Person & Title:Nancy Hruby – Safety
NAME OF APPLICANT:
INQUIRY INTO EMPLOYMENT HISTORY, PRECEDING 3 YEARS
• Did applicant work for you as a from/ / to/ YES or NO
• If employed as driver, please answer the following: Company Driver?Owner/Operator? Other?
Type of truck(s) and/or truck/tractor(s) operated: Commodities transported: Area of operations: • Accidents? YES or NO IF YES, please give date(s) and brief description of each accident:
Why did this employee leave your company?
Would you re-employ this person? YES or NO IF NO, please explain:     Additional comments:
<ul> <li>INQUIRY FOR ALCOHOL AND CONTROLLED SUBSTANCES INFORMATION, PRECEDING 3 YEARS</li> <li>Alcohol tests with a result of 0.04 or greater?</li></ul>
Additional comments:  Person providing the above information:
Name: Title:
Company: Date:

# MANDATORY USE FOR ALL ACCOUNT HOLDERS

### IMPORTANT NOTICE REGARDING BACKGROUND REPORTS FROM THE PSP Online Service

1. In connection with your application for employment with \_\_\_\_\_\_ ("Prospective Employer"), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

The Prospective Employer cannot obtain background reports from FMCSA unless you consent in writing.

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

2. I authorize \_\_\_\_\_\_ ("Prospective Employer") to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am consenting to the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

3. I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to https://dataqs.fmcsa.dot.gov. If I am challenging crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

4. Please note: Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

I have read the above Notice Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this consent form, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: \_\_\_\_

Signature

Name (Please Print)

NOTICE: This form is made available to monthly account holders by NICT on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language provided in paragraphs 1-4 of this document to obtain a prospective Applicant's consent. The language must be used in whole, exactly as provided. **The language may be included with other consent forms or language at the discretion of the account holder, provided the four paragraphs remain intact and the language is unchanged.**  TRUCKING INDUSTRY: DOT D/A Disclosure and Authorization

Send fax to (800) 257-8069

HireRightCustomer: Company: P&B Transportation Contact Name: Fax#: HireRight Customer #:

# DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION FOR EMPLOYMENT PURPOSES – 49 CFR PART 391.23, DOT DRUG AND ALCOHOL TESTING

In accordance with DOT Regulation 49 CFR Part 391.23, I hereby authorize release of my DOT-regulated drug and alcohol testing records by the DOTregulated employer(s) listed below to HireRight for the purpose of transmitting such records to the customer listed above. I understand that information/documents released pursuant to this Part 1 is limited to the following DOT-regulated testing items, including pre-employment testing results, occurring during the previous **three (3) years** (i) alcohol tests with a result of 0.04 or higher; (ii) verified positive drug tests; (iii) refusals to be tested (including adulterated and/or substituted tests); (iv) other violations of DOT drug and alcohol testing regulations (i.e., violations of 49 CFR 382 Subpart B); (v) information obtained from previous employers of a drug and alcohol rule violation; and (vi) any documentation of completion of the return-to-duty process following a rule violation.

If any company listed below furnishes information concerning items (i) through (vi) above, I also authorize such company to furnish the following information to HireRight, if applicable: (i) dates of my negative drug and/or alcohol tests and/or tests wim results below 0.04 during the previous **three (3) years**; and (ii) the name and phone number of any substance abuse professional who evaluated me during the previous **three (3)** years.

List all DOT-regulated employers you have applied with and/or worked for in a safety-sensitive function during the previous **three (3) years**. If necessary, attach additional pages, including the date, your name, social security number and signature.

Previous DOT- Regulated Employer	City	State	Phone Number		

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form will be valid for any background reports that may be requested by or on behalf of the Customer.

#### Applicant Name \*

First	Middle	Last

#### Social Security Number \*

Applicant Signature (Draw into box below) \*

Typed name will constitute electronic signature

Date \*

#### CONSUMER REPORT/INVESTIGATIVE CONSUMER REPORT DISCLOSURE

In connection with your employment or application for employment (including independent contractor assignments, if applicable) and in accordance with pertinent laws, HireRight may obtain or assemble consumer reports and/or investigative consumer reports (collectively, "Reports") related to information concerning your: previous employment (including employers, dates of employment, salary information, reasons for termination, etc.), academic history, verification of references and verification of other information supplied by you, professional credentials, drug/alcohol use in violation of law and/or company policy, driving record, accident history, workers' compensation claims, credit history, creditworthiness, credit capacity, bankruptcy filings, criminal history records and information about your character, general reputation, personal characteristics and mode of living (collectively, "Information"). Information may be obtained from government agencies, educational institutions, HireRight clients, personal references, personal interviews and other Information sources (collectively, "Suppliers").

Upon providing proper identification and subject to applicable legal requirements and restrictions, you have the right to request the nature and substance of all Information in HireRight's files pertaining to you, as well as information including, but not limited to: (i) whether any Reports have been provided by HireRight to other parties; (ii) identification of any Suppliers utilized by HireRight in compiling such Reports; and (iii) identification of any recipients of Reports furnished by HireRight within certain statutorily-prescribed time periods preceding your request. HireRight may be contacted by mail at P.O. Box 33181, Tulsa, Oklahoma, 74153, or by phone at (800) 381-0645.

- ← Check this box if you are applying for employment in <u>California</u> and/or you are a California resident and, in either case, you wish to receive a copy of your <u>consumer credit report</u> or <u>investigative consumer report</u> if one is obtained or assembled by HireRight. Pursuant to the California Civil Code, during normal business hours you may view the file maintained on you by HireRight. You may also obtain a copy of this file by submitting proper identification and paying any statutorily-prescribed costs for such file by contacting HireRight in person, by mail or by phone. HireRight is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may accompany you provided that this person furnishes proper identification.
- Check this box if you are applying for employment in <u>Oklahoma</u> and/or you are an Oklahoma resident and, in either case, you wish to receive a copy of your <u>consumer report</u> if one is obtained or assembled by HireRight.

Check this box if you are applying for employment in <u>Minnesota</u> and/or you are a Minnesota resident and, in either case, you wish to receive a copy of your <u>consumer report</u> if one is obtained or assembled by HireRight.

If you are a Maine, Massachusetts, New York or Washington State applicant, employee or contractor, please also refer to the additional state law notices attached herewith.

#### AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby authorize HireRight to obtain Information and disclose Information to its customers ("Customers"), if applicable, for the purpose of making a determination as to my eligibility for employment (including independent contractor assignments), promotion, retention or other lawful purpose. If hired or contracted, I authorize HireRight and HireRight Customers, if applicable, to retain this document on file to act as ongoing authorization for the procurement and assembly of Reports at any time during my employment or contract period. As permitted by law, I fully release HireRight and Suppliers from all claims of damages related to the investigation of my background and provision of Information as set forth in this document. I agree that Information in HireRight to other HireRight Customers for legally permissible purposes.

By signing below, I certify that: (i) all information provided herein is complete and accurate; (ii) I have read and fully understand this disclosure and authorization for release; (iii) prior to signing I was given an opportunity to ask questions and to have those questions answered to my satisfaction; (iv) I execute this authorization voluntarily and with the knowledge that the Information obtained pursuant to this authorization could affect my eligibility for employment, independent contractor status, promotion, retention or other lawful purpose; (v) I understand I may review this document with legal counsel prior to signing; (vi) I authorize HireRight and any person or entity contacted by HireRight to furnish the above-mentioned Information; and (vii) facsimile or e-mail copies of this authorization are as valid as an original.

Print Applicant Name:	Social Security #:
Applicant Signature:	Date:
Applicant Address:	Applicant Phone Number:

Consumer	Report/Investigative Consumer Report	Page 1	of 4
Disclosure	and Authorization	-	

03/09



#### **P&B TRANSPORTATION, INC.**

P.O. BOX 1974 BISMARCK, ND 58502-1974

(LOCAL) (FAX)

701-221-2752 701-224-1353

**Pre-Employment Consent Form** 

\_\_\_\_\_ authorize P&B Transportation

(print name)

to perform a pre-employment drug test on myself. I understand that I must successfully pass this test in order to perform safety sensitive duties. I also verify that I have been presented all the department of transportation required information on the drug alcohol misuse prevention program.

Signature

Ι

Print Name

Date