



**APPLICATION FOR EMPLOYMENT**

{All Information Treated Confidentially}

**INSTRUCTIONS FOR COMPLETING THIS FORM**

1. The Applicant is to Complete This Application in His Own Handwriting.
2. All Questions must be answered. If Answer is "NONE," so indicate.
3. If you need additional space to answer any questions attach a separate sheet.
4. Be sure to show ALL Employment for past 10 years.

FULL NAME \_\_\_\_\_

DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

**EDUCATION**

SCHOOL	YEARS ATTENDED	GRADUATED YES OR NO	NAME AND ADDRESS OF SCHOOL	MAJOR COURSES TAKEN	DEGREE
Grammar					
High School					
College					
Graduate Work					
Trade or Business					

What Foreign Languages Do You Read, Write or Speak Fluently? \_\_\_\_\_

**DRIVING EXPERIENCE**

**SECTION FOR DRIVERS**

TYPE OF EQUIPMENT		
Straight Truck		
Tractor & Semi		
Tractor, Semi & Full Trailer		
Truck & Full Trailer		
Others		

**With what type engine and transmissions do you have experience?** \_\_\_\_\_

In what States have you driven regularly? \_\_\_\_\_

**GENERAL DRIVING RECORD:**

Are you familiar with D.O.T. Safety Regulations? YES \_\_\_ NO \_\_\_

**SAFE DRIVING AWARDS, ETC:**

DATE	KIND OF AWARD	PRESENTED BY	WHILE EMPLOYED BY	IN RECOGNITION OF

**ALL APPLICANTS**

**Outstanding Characteristics:**

What are your outstanding qualities which aid you in being successful? \_\_\_\_\_

What are your significant characteristics which may require development? \_\_\_\_\_

How long have you been a Resident of the City in which you reside? \_\_\_\_\_

**GIVE IN SEQUENCE YOUR PREVIOUS PLACES OF RESIDENCE FOR PAST 5 YEARS**

ADDRESS	DATES

For What Position are You Applying? \_\_\_\_\_

What prompted your application? Employment Agency \_\_\_ Advertisement \_\_\_ Own Accord \_\_\_

Employee Referral (Employee's Name) \_\_\_\_\_ Other \_\_\_

Have you ever been employed by this company under another name? YES \_\_\_ NO \_\_\_ If "Yes" Give Name and Position \_\_\_\_\_

**Period of Employment:**

Do you have any relatives already employed by this company? YES \_\_\_ NO \_\_\_

If "Yes", Give name and relationship; Name \_\_\_\_\_ Relationship, \_\_\_\_\_

**EMPLOYMENT RECORD** (Please start with your last job; explain all gaps of more than 30 days; show past 10 years; use additional sheet if necessary)

Have you ever been discharged from any position? YES \_\_\_ NO \_\_\_ if YES Explain:

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**PERSONAL REFERENCES (NOT A RELATIVE, FORMER EMPLOYER, OR ANYONE IN THE SERVICE OF THIS EMPLOYER)**

FULL NAME OR REFERENCE	ADDRESS (SHOW STREET NUMBER AND CITY)	CONNECTED WITH WHAT BUSINESS	PHONE NO.

**Managerial Experience:**

How many years have you supervised people? \_\_\_\_\_

In what jobs? \_\_\_\_\_

In what type of operation? \_\_\_\_\_

DATES	JOB POSITION	EMPLOYER GIVE NAME AND ADDRESS	NAME IMMEDIATE SUPERVISOR DESCRIBE BRIEFLY NATURE OF WORK	REASON FOR LEAVING	CONTACT PHONE NUMBER

**CLERICAL APPLICANTS**

INDICATE WHETHER YOU HAVE HAD TRAINING OR EXPERIENCE OR BOTH IN THE FOLLOWING LINES OR WORK

INDICATE WORDS PER MINUTE	TRAINING	EXPERIENCE (YEARS)		TRAINING	EXPERIENCE (YEARS)
Typing			Rates**		
Shorthand			OS &D		
Billing			Interline		
TWX*			Claims		
PBX			Cashier		
Key Punch Operator			Accounting		
Calculator			Dispatcher		
Dictating Machine Transcriber			Tabulator		
BookKeeping Machine			Mimeograph		
Adding Machine			** Indicate Tariffs with which you have worked		
Payroll					

**SECTION FOR DOCK FREIGHT HANDLERS**

Number of years as loader \_\_\_\_\_ Checker \_\_\_\_\_

Have you worked with Dragline? YES \_\_\_ NO \_\_\_ Tow motor and pallet? YES \_\_\_ NO \_\_\_

Cart Operator? YES \_\_\_ NO \_\_\_ Other-Explain \_\_\_\_\_

Indicate any other dock experience or related background \_\_\_\_\_

CHECK TYPE OF FORKLIFT OPERATED AND NUMBER OF YEARS EXPERIENCE

\_\_\_ GAS \_\_\_\_\_ YRS.

\_\_\_ ELECT. \_\_\_\_\_ YRS.

\_\_\_ LPG \_\_\_\_\_ YRS.

**SECTION FOR SHOP APPLICANTS**

INDICATE MONTHS OF EXPERIENCE:

Are you a Journeyman Mechanic? \_\_\_\_\_ HY Duty Diesel Exper. \_\_\_\_\_ Transmissions & Differentials \_\_\_\_\_

Electrical \_\_\_\_\_ Front Ends \_\_\_\_\_ Body Work \_\_\_\_\_ Welding Exper: Heliarc \_\_\_\_\_  
Acetylene \_\_\_\_\_

Partsman \_\_\_\_\_ Lubrication & Service \_\_\_\_\_ Tire Serviceman \_\_\_\_\_

Tire Recapper \_\_\_\_\_

Other Specialties or Hobbies Related to Occupation: \_\_\_\_\_

Have you Completed an Apprenticeship? \_\_\_\_\_ If yes, When?

\_\_\_\_\_

Why do you want to work at Best Overnite Express? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**In consideration of possible employment, and/or actual employment, I agree as follows:**

1. I agree that any omission or any misleading or untrue statement or answer made herein may, at the option of BEST OVERNITE EXPRESS render this application void and may also constitute just cause for discharge should employment hereafter be granted.
2. I authorize BEST OVERNITE EXPRESS to inquire into my background with regard to my character and qualifications for employment and I specifically authorize BEST OVERNITE EXPRESS to contact my former employers, references, and any and all other persons and organizations for any and all information bearing upon my character and qualifications for employment. I request and authorize all persons and organizations so contracted to furnish the information so requested and, in consideration for so doing, do hereby discharge, relieve, and release any and all persons and organizations furnishing such information about me to BEST OVERNITE EXPRESS from liability which might arise out of or result from the communication so made or the information so furnished.
3. I authorize BEST OVERNITE EXPRESS to furnish to any future prospective employer information which it in good faith reasonably believes to be true regarding my character and qualifications for employment and, in consideration for so doing in addition to consideration for possible employment and/or actual employment, do hereby release and discharge BEST OVERNITE EXPRESS from any and all liability whatsoever which might result from or arise out of the communication of such information.
4. I am in agreement with BEST OVERNITE EXPRESS policy of hiring and promoting on the basis of ability without regard to race, creed, origin or handicapped status.
5. In event employment is granted, in consideration of such employment;
  - a. I promise to ascertain and to abide by all pertinent BEST OVERNITE EXPRESS rules and regulations and I agree that failure to do so will constitute just cause for discharge from such employment.

- b. I understand that, as a condition to employment, I will be required to furnish other or duplicate information. I agree to furnish whatever further or duplicate information is or will be required to enable BEST OVERNITE EXPRESS to verify my character and/or qualifications for employment. I understand that such information will be used to verify my character and/or qualifications for employment and agree that appropriate Investigation to do so may be made.
  - c. I understand and agree that such employment will be on an Impermanent basis, subject to the employer's needs. In the absence of a written employment contract for a specific period of time, either party may terminate the employment relationship at any time and for any reason not prohibited by law.
6. I do also hereby further specifically authorize BEST OVERNITE EXPRESS to inquire into my medical background as it effects my character and qualifications for employment. In furtherance of this authorization, I request and authorize any doctor or hospital or medical facility from which I have received medical treatment of any nature to release to BEST OVERNITE EXPRESS at the request thereof any and all records regarding my medical history and, in consideration for so doing, do hereby release and discharge persons or facilities so doing from any and all liability arising therefrom.
7. I agree to submit to a physical examination if requested by BEST OVERNITE EXPRESS. I understand that any offer of employment may be contingent upon my ability to pass a job related physical examination.
8. I agree that only those promises made in writing by BEST OVERNITE EXPRESS will be enforceable.

**I hereby certify that the statements made herein and the answers to all the forgoing questions are true and correct and are full and fair disclosures concerning my background, character, and qualifications for employment. Further, 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 read and understand the foregoing agreement.

Dated: \_\_\_\_\_

Signature: \_\_\_\_\_