



Kris-Way Truck Leasing, Inc.

43 Hemco Road, So. Portland, ME 04106

General Employment Application

NOTE: A pre-employment drug screen must be completed by all new employees prior to starting work.
You must complete all sections IN FULL even if you include a resume.

Position desired: _____ Date: _____

On what date would you be available to start work? _____

Are there any hours or days that you cannot work? _____

Personal

Name (last, first, middle) _____

Social Security #: _____ Phone #: (_____) _____ (_____) _____
Home, including area code Work, including area code

Address _____ City _____ State _____ Zip Code _____

Previous addresses (for at least the last five years):

Address _____ City _____ State _____ Zip Code _____

Address _____ City _____ State _____ Zip Code _____

Address _____ City _____ State _____ Zip Code _____

Are you at least 18 years old? Yes No

Have you been convicted of a crime in the last ten years? Yes No
(Do not include misdemeanors or traffic violations)

If yes, please explain. _____

Have you ever been disciplined, suspended, discharged, or asked to resign for a job in connection with a loss of money, merchandise, or equipment? Yes No

If yes, please explain. _____

Have you ever been disciplined or discharged for absenteeism or tardiness? Yes No

If yes, please explain. _____

Have you ever been disciplined or discharged for any other reason? Yes No

If yes, please explain. _____

Have you ever applied for work at this company or any of its subsidiaries? Yes No

If yes, where and when? _____

How were you referred to us? _____

Employment History

We need to know about your **last ten years** of employment. If you need more paper, please ask. If you have never been employed, please write the names of non-relatives who may be contacted for reference. You may include any verified volunteer work.

Are you currently employed? Yes No Temporary Layoff Permanent Layoff

• Current or Last Employer

Company*

Telephone No.*

Address

Position

Supervisor's Name & Title

Dates Worked (From/To)

Duties

Reason For Leaving

• Previous Employers

Company*

Telephone No.*

Address

Position

Supervisor's Name & Title

Dates Worked (From/To)

Duties

Reason For Leaving

Company*

Telephone No.*

Address

Position

Supervisor's Name & Title

Dates Worked (From/To)

Duties

Reason For Leaving

Company*

Telephone No.*

Address

Position

Supervisor's Name & Title

Dates Worked (From/To)

Duties

Reason For Leaving

***Starred information necessary to continue application process.**

May we contact all the employers listed above? Yes No

If not, which ones should we not contact and why? _____

Educational Background

High School Name _____ Address _____

Course or Major _____ Graduated Yes No

College Name _____ Address _____

Course or Major _____ Graduated Yes No Degree _____

Other School Attended _____ Address _____

Course or Major _____ Graduated Yes No Degree _____

Please use the space below to summarize any additional information necessary to describe your full qualifications .

Please Read The Following Information Carefully.

An Equal Opportunity Employer

In compliance with Federal and State equal employment opportunity laws, all qualified candidates will be considered for employment without regard to their race, creed, color, national origin, ancestry, sex, age, marital status, veteran status, or the presence of non-job related medical conditions or disabilities.

Applicant's Certification and Agreement

- I understand that the distribution or receiving of this application by Kris-Way Truck Leasing, Inc. does not imply or intend to imply an agreement or contract to employ the applicant. The purpose of this application is solely to allow persons a standardized form on which to submit their qualifications. This application will be considered valid for no longer than three months. Re-application is necessary after three months.
- I authorize investigations of all statements made herein, including contacting any reference, prior employer, school or military service and the use of credit checks and/or criminal checks from other investigation agencies or bureaus. The reports may include information as to character, general reputation, financial condition, personal characteristics and mode of living. I voluntarily release such persons, schools, employers and organizations from all liability for providing such information.

Please continue reading on other side.

- In the event that I am employed by Kris-Way Truck Leasing, Inc., I am required to abide by all rules and regulations of the Company. I understand that my employment is for no stated term. My employment may be terminated with or without cause and with or without notice at any time by myself or by the Company.
- I also understand that if offered employment, I must prove my identity and my eligibility to work in the United States, prior to being employed.
- I understand that because of the responsibilities of the job for which I am applying, Kris-Way will request a copy of my Motor Vehicle Report (MVR) before any offer of employment is made and, if I am hired, will request an updated copy of my MVR on a regular basis. I understand that I have the right to see a copy of my Motor Vehicle Report(s).
- I understand that any offer of employment for a position that is within Kris-Way Truck Leasing, Inc. is contingent upon my successful completion of a drug and physical screening process. In the event that I have a commercial driver's license (CDL), I will be subject to unannounced drug and controlled substance testing at anytime on a random basis as a condition of my continued employment.
- I certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with Kris-Way Truck Leasing, Inc. and for no other reason.
- I certify that all statements made by me on this application are true and complete to the best of my knowledge and that I have withheld nothing that, if disclosed, would affect this application unfavorably. I understand that falsification, misrepresentation, or omission of facts called for in this application, as well as the pre-employment physical screening and its process may result in denial of employment or immediate dismissal, regardless of the time elapsed since starting work at Kris-way
- I hereby acknowledge that I have read, understand, and consent to the above statements.

Signature of Applicant _____ **Date** _____

Please do not write below this line.

Office Use Only

Interviewed by:

Date:



Voluntary Self-identification (Confidential-for statistical use only)

Kris-Way Truck Leasing, Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation or any other classification protected by Federal, state, or local law. The information below will be used only in the compilation of data for Affirmative Action reporting. Completion of this data is voluntary and will not affect your conditions of employment.

Please complete in full and print clearly:

Date: _____ Name: _____

Signature: _____

Ethnic Group

Please check one of the descriptions below corresponding to the ethnic group with which you most identify.

___ **American Indian or Alaskan Native**—A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

___ **Asian**—A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Island, Thailand, and Vietnam.

___ **Black or African American**—A person having origins in any of the Black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

___ **Native Hawaiian or Other Pacific Islander**—A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

___ **White**—a person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

___ **Hispanic or Latino (All races)**—A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, and of any race other than White.

Veteran Status (Please check one if it describes your veteran status)

___ **Disabled veteran** means a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or a person who was discharged or released from active duty because of a service-connected disability.

___ **Other protected veteran** means a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

___ **Armed forces service medal veteran** means a veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209, 3 CFR, 1996 Comp. p159).

___ **Recently separated veteran** means a veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Kris-Way Truck Leasing, Inc.
General Inquiry to Past Employers

Please fill out "ONLY" high-lighted areas:

From:
Kris-Way Truck Leasing, Inc.
Human Resources
43 Hemco Road
S. Portland, ME 04106

Past Employer Information:
Company _____
Contact Name _____
Street _____
City _____ State _____ Zip _____

To Whom It May Concern:

The person named below has applied to this company for employment. Your firm is listed by the applicant as a past employer. Kindly reply to this inquiry respecting this applicant. As you will note from the waiver stated below, the applicant has waived any claim of liability against your company (and its agents) for information submitted in response to this inquiry. **This form may be faxed to 207/799-8657.** Thank you for your cooperation.

Name of applicant: _____
Social Security Number: _____
Job applied for: _____

1. This applicant lists employment with your firm from: _____ to: _____. Is this correct? Yes No
If no, please explain: _____
2. What kind(s) of work did s/he do? _____
3. General Performance: Superior; Standard; Below Standard
Comments: _____
4. Punctuality and Attendance: Excellent; Good; Poor
5. Safety Consciousness: Excellent; Good; Poor
6. (*Respond only if checked*) Was this person bonded while with your company? _____. If so, were there any circumstances that were reported to the bonding company? _____
7. Is there anything in the applicant's history that could suggest s/he may not be trusted to handle company funds? _____
8. Did the applicant pose either repeated and/or severe disciplinary problems? No Yes If yes, please explain: _____
9. Why did this employee leave your company? Resigned Discharged Laid Off
10. Would you re-employ this person? Yes No (please explain) _____

11. Remarks: _____

By: _____ Date _____
(Signature of person supplying information)

Detach here for your files

WAIVER

Date _____

(former employer)

I hereby authorize you to release all information concerning my employment, including oral assessments of my job performance, ability and fitness to each and every company (or their authorized agents) that may request such information in connection with my application for employment with said company. I hereby release you from any and all liability of any type as a result of providing the above mentioned information to the above mentioned person.

Applicant's Signature _____ Date _____

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Applicant's Signature _____ Date _____

KRIS-WAY TRUCK LEASING, INC. REQUEST FOR CHECK OF DRIVING RECORD

To Whom It May Concern (Reporting Agency):

The following person has made application with our company for the position of _____
_____. In accordance with Section 391.21 of the Federal Department of
Transportation Regulations, please furnish Kris-Way Truck Leasing, Inc. the applicant's driving
record for the past three years.

APPLICANTS! List the information for each unexpired license you have been issued.

Name of Applicant _____

Address _____

Former Address _____

License #: _____ State issued: _____ Expiration Date: _____

License #: _____ State issued: _____ Expiration Date: _____

License #: _____ State issued: _____ Expiration Date: _____

Requested by: KRIS-WAY TRUCK LEASING, INC.
Human Resources Department
43 Hemco Road
South Portland, ME 04106

I hereby authorize you to release the above information to Kris-Way Truck Leasing, Inc. for purposes of investigation as required by Section 391.21 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability that may result from furnishing such information.

X _____
Applicant's Signature Date