

Application for Employment

Thank you for considering our organization in your job search. **American Track** is an equal employment opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, national origin, mental or physical disability, marital status or military service or *any state protected classifications*. No application will be rejected as a result of a disability that, with reasonable accommodation, does not prevent performance of the essential job duties.

CONFIDENTIAL

Please fill in all questions, sign your initials and name where indicated.

_____ Date

PERSONAL INFORMATION

LAST NAME	FIRST NAME	MIDDLE INITIAL
STREET ADDRESS	CITY AND STATE	ZIP CODE
MAILING ADDRESS (Required)	MOBILE PHONE NUMBER	HOME PHONE NUMBER
E-MAIL ADDRESS	POSITION APPLING FOR	SALARY DESIRED

LEVEL AND TYPE OF EDUCATION	SCHOOL NAME	CITY AND STATE	LAST YEAR COMPLETED	DID YOU GRADUATE?
HIGH SCHOOL			__9 __10 __11 __12	__ Yes __ No
COLLEGE OR UNIVERSITY				Degree
OTHER SCHOOLS				Certificate or license

SPECIAL SKILLS

Software Applications:

Other skills:

EMPLOYMENT RECORD

Name: _____

Please list your most recent jobs for the last 3 years, starting with the most current (CDL Drivers must list 10 years of employment). Include military service as part of your employment record. If you have a resume, please attach it to this form.

Employer	Address
Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: _____ To: _____
Starting Salary	Ending Salary
Reason for Leaving	Essential Job Duties

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Telephone Number	Supervisor's Name
Job Title	Dates of Employment (month and year)
	From: _____ To: _____
Starting Salary	Ending Salary
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GENERAL INFORMATION

Name: _____

May we contact your present employer?	__ yes __ no
Do you have the legal right to work in the United States? (if hired, you will be required to provide identification to prove eligibility for employment)	__ yes __ no
Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations? If yes, please explain: (Conviction of a crime is not an automatic bar to employment. Factors such as the nature and gravity of the crime, the length of time that has passed since the conviction and/or completion of any sentence, and the nature of the job for which you have applied will be considered.)	__ yes __ no
Are you able to perform the primary duties of the job as outlined in the posting, job line, and job description, with or without reasonable accommodation? If no, please explain:	__ yes __ no
Do you have any employment restrictions resulting from a non-compete or confidentiality agreement? If yes, please explain:	__ yes __ no
Am Track has not asked me to reveal any confidential information of my prior employer?	__ yes __ no

Have you ever worked for **American Track**? Y ____ N ____ If yes, when? _____

ADDITIONAL INFORMATION:

Please use the space provided to list any additional employers, periods of time not worked, or any other information that you believe we should know in considering your application for employment.

Do you have a current valid Drivers License? Y ____ N ____ Class: _____ State Issued _____

Commercial Drivers License (CDL)? Y ____ N ____ Class: _____ State Issued _____

Driver License Number: _____

Name: _____

Please read carefully, initial each paragraph and sign below:

Initial

I certify that I have answered the above questions truthfully and have not withheld any information relative to my application. I understand that any falsification, misrepresentation, or omission, as well as any misleading statements or omissions of the application information, attachments, and supporting documents generally will result in denial of employment or immediate termination, if discovered after hire.

Initial

I authorize **AT** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment, and further authorize the references I have listed to disclose to the company any and all letters, reports, and other information related to my work records, without giving me prior notice of such disclosure. In addition, I release **AT**, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

Initial

I authorize **AT** to investigate whether I have a criminal record of convictions, and, if so, the nature of such convictions and all the surrounding circumstances of the conviction. **AT** has advised me that any criminal background check will focus on convictions, and that a criminal record will not necessarily disqualify me from employment.

Initial

I authorize **AT** to run a Motor Vehicle Report in order to confirm that I possess a valid driver's license, and to confirm my ability to obtain a Class A Commercial Driver's License.

Initial

If hired, I recognize the rules and policies of **AT**, and understand that my employment and compensation can be terminated at any time, with or without cause, and with or without notice, at the option of **AT** or myself. I understand that the President of the company is the only person who will ever have the authority to create any other terms of employment and/or to enter into any employment contract and that all such contracts must be in writing and signed by both parties. However, I also understand that unless otherwise stated in an employment contract, the company may change, withdraw and interpret other policies (including wages, hours and working conditions) as it deems appropriate.

Initial

I understand and acknowledge that I may be required to submit to a physical examination, including drug test. Additionally, I hereby authorize the release of the results of such an examination to **AT** for their use in evaluating my suitability for employment. Further, I release the examining facility and **AT** from any and all liability, and from any damage that may result from the release of such information.

Initial

I understand that I am responsible to reimburse **AT** for any safety equipment given me, my pre-employment physical, MVR, background check, and pre-employment drug screen in the event that my employment with **AT** is terminated, either by me or by the company, within a 180 day period beginning my first day. I also understand and agree that if my employment with **AT** is terminated, these expenses can, and will, be deducted from remaining amounts due (wages, bonuses, etc.).

If there is an amount due after final disbursement, I understand that I am responsible to pay **AT** the said amount. In the event that I fail or refuse to repay any amount after termination, I hereby confess judgment against me and agree to pay all court costs, attorney fees, and 5% of the remaining balance to cover expenses incurred by **AT**.

Print Full Legal Name _____ **Signature** _____ **Date** _____



INVITATION TO IDENTIFY FOR AFFIRMATIVE ACTION PURPOSES

AT, is an equal opportunity employer and does not discriminate in hiring or employment on the basis of race, color, religion, sex, national origin, age, disability, gender-identity, or any other basis prohibited by federal, state, or local law. No question on this form is intended to secure information to be used for such discrimination. AT is required by federal regulations to report information as requested below. Your contribution of this information is completely voluntary and in no way affects the decision regarding your employment opportunity. The information that you provide is strictly confidential and will be maintained separate from your application form.

Applicant Name: _____ **Date:** _____

Position Applied For: _____

PLEASE CHECK ONE:

- Male
- Female

ARE YOU DISABLED?

- Yes
- No

ARE YOU A VETERAN?

- Yes
- No

PLEASE SPECIFY YOUR RACE/ETHNIC GROUP:

- White (not Hispanic or Latino)
- Black or African (not Hispanic or Latino)
- Hispanic or Latino
- Asian (not Hispanic or Latino)
- American Indian or Alaska Native (not Hispanic or Latino)
- Native Hawaiian or Pacific Islander (not Hispanic or Latino)
- Two or More Races (not Hispanic or Latino)

IF YES, INDICATE WHICH VETERAN CATEGORY

- Vietnam Era-Veteran
- Disabled Veteran
- Other Eligible Veteran
- Other Era- Veteran

HOW WERE YOU REFERRED TO THIS JOB?

- Own Accord
- Rehire (*you have previously worked for AT*)
- Print Advertisement (please specify publication): _____
- Internet Advertisement (Please specify website): _____
- Employment Agency or Recruiter (Please specify agency): _____
- Employee Referral (Please specify the employee name): _____
- Other (Please specify): _____