



APPLICANTS: PLEASE READ BEFORE CONTINUING!

Our hiring process requires SOME applicants to submit to a drug-test. The below information will help you identify our drug-testing policy for the position(s) you are applying for.

Non-Driving Positions

- NO drug testing required

Warehouse Clerks (non Hi-Lo, non-MDOT), Remanufacturing Technicians, Parts Changers, Customer Service Representatives and all other general office staff positions.

Driving Positions

- YES drug testing required



Drug Testing Criteria

Driving positions include positions such as; Hi-Lo Driver, Route Driver, Maintenance Tech with driving responsibility, and all other positions with driving as a part of their position duties.

Pre-Employment Drug Considerations – Driving Positions

Marijuana
Cocaine
Amphetamines
Phencyclidine (PCP)
Opiates
Ecstasy
Breath Alcohol Test (BAT)



Application for Employment

An Equal Opportunity Employer

Instructions: Please furnish complete and accurate information. Applications will be verified. Incomplete applications will not be considered. In addition to completing this form, you may attach a resume detailing your professional, educational and relevant skills. However, a resume is not an acceptable substitute for completing this application.

Personal Information

Last Name		First Name		Initial		Other Name(s) Under Which Attended School or Employed			
Present Address	No. and Street	City	State	Zip Code	Telephone No.			☐ Check if under 18 years of age	
Permanent Address If different from above	No. and Street	City	State	Zip Code	Have you ever worked for us? ☐ Specmo			Location	Separation Date
Are you legally authorized to work in the United States? ☐ Yes ☐ No Any employment offer will be contingent on documentation of legal authorization to work in the U.S.		Have you ever been convicted of a Felony or Misdemeanor by a civilian or military court (unless otherwise specified, all convictions are included except minor traffic offenses)? ☐ Yes ☐ No (If yes, please provide information at right) A conviction will not necessarily disqualify you from employment.			Date	Offense	City - State		

Education, Qualifications, and Interests

Education	School Name	City	State	Major	Minor	Type of Certificate, Diploma, or Degree	Did You Graduate	Total Credit Hours	Grade Average
High School (show last attended)							☐ No ☐ Yes		
Business/Trade School							☐ No ☐ Yes		
Colleges	1.						☐ No ☐ Yes		
	2.						☐ No ☐ Yes		
Post-Graduate Education	3.						☐ No ☐ Yes		
Indicate your computer proficiency in each of the following by X in the appropriate level: Windows: ☐ None ☐ Novice ☐ Good Word: ☐ None ☐ Novice ☐ Good Excel: ☐ None ☐ Novice ☐ Good Outlook: ☐ None ☐ Novice ☐ Good Referred by:						List other training, qualifications and skills, such as languages, software, typing, mechanical, soldering, etc.			
Position Desired				Can you work any shift? ☐ No ☐ Yes		Desired Hourly Rate/Salary		Are you willing to work overtime? ☐ No ☐ Yes	

Additional Instructions: List employment, starting with your most recent employer. List all experience in the past 7 years, including military service, and work experience. Account for periods of non-employment on a separate sheet.

Employment Information

From Mo./Yr.	To Mo./Yr.	Employer Name	Supervisor's Name	City	State	Phone #	Base Earnings \$
Job Title and Duties						Reason for Leaving	
From Mo./Yr.	To Mo./Yr.	Employer Name	Supervisor's Name	City	State	Phone #	Base Earnings \$
Job Title and Duties						Reason for Leaving	
From Mo./Yr.	To Mo./Yr.	Employer Name	Supervisor's Name	City	State	Phone #	Base Earnings \$
Job Title and Duties						Reason for Leaving	
From Mo./Yr.	To Mo./Yr.	Employer Name	Supervisor's Name	City	State	Phone #	Base Earnings \$
Job Title and Duties						Reason for Leaving	

If necessary, use a second copy of this page to list additional experience in the last 7 years. Check this box to indicate there is an additional page. ☐

READ CAREFULLY BEFORE SIGNING

- I understand that all the information submitted by me on this application and any other related material is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.
 - I hereby authorize that previous employers contacted by the COMPANY in connection with this application fully respond to all inquiries concerning such previous employment and specifically waive prior written notice of disclosure of my personnel record information, including disciplinary reports, letters of reprimand, or other disciplinary action. I also authorize educational institutions to release information relative to claimed degrees and achievements. In consideration of the acceptance of my application, I release the COMPANY or any of its subsidiaries, previous employers, educational institutions or other individuals who may release information to the COMPANY of any claimed liability arising out of such response and disclosure.
 - I understand and agree that employment may be conditional on an acceptable background check, and that in connection with this application and at any time during my employment, the COMPANY may request a "Consumer Report" as defined by Section 603 (d) of the Fair Credit Reporting Act (15 U.S.C 1681, et seq.) (FCRA) on me for "employment purposes" as defined by Section 603(h) of the FCRA. They may investigate my background, education, driving record, credit history and/or my criminal record, and that an investigative consumer report may be prepared whereby information as to my character, general reputation, personal references, and others with whom I am acquainted may be obtained. I understand I have a right to make a written request within a reasonable period of time to receive information about the nature and scope of this investigation.
 - I understand that if offered a position with the COMPANY, I may be required to submit to a pre-employment medical and/or drug examination as a condition of employment. I understand that unsatisfactory result from, refusal to cooperate with, or any attempt to affect the results of these pre-employment tests and checks will result in withdrawal of any employment offer or termination of employment if already employed.
 - In the event that I am employed by the COMPANY or any of its subsidiaries, I agree to comply with all its orders, rules, and regulations and acknowledge that said orders, rules, and regulations do not constitute terms of employment contrary to paragraph 5, and may be changed at any time with or without prior notice, with or without cause, at any time, at either my or the COMPANY'S option.
 - I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the COMPANY. I understand, if hired, my employment is at-will, and that I am free to terminate my employment, or I may be terminated at any time with or without cause.
 - I understand that no COMPANY representative, other than its President, and then only when in writing and signed by the President, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreements contrary to the foregoing.
 - I agree that any claim or lawsuit relating to my service with the COMPANY or any of its subsidiaries must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit. I waive any statute of limitation to the contrary.
 - I also give the COMPANY once hired, the right to deduct monies due to the COMPANY that I have not paid from my paycheck without obtaining additional written consent.
 - I have read and understand each of the paragraphs in this section.
- NOTE:** A photocopy of this statement shall be as valid as the original.
Your typed name (electronic signature) is as legally binding as your handwritten signature.
By typing your name below, you agree to accept all terms noted on this application.

Applicant's Signature _____ Date _____

If you are hired, this application becomes part of your official employment record.