



# JOHN W. GLEIM, JR., INC.

625 Hamilton Street • Carlisle, PA 17013 • P: 717-243-7160 • F: 717-243-3617

## EMPLOYMENT APPLICATION

We are committed to being an Equal Opportunity Employer and do not believe in discrimination against any applicant or employee on the basis of Race, Religion, Nationality, Gender, Sexual Orientation, Gender Identity or Expression, Genetic Information and Testing, Family and Medical Leave, Age, Disability, Veteran/Military Status, Marital Status or other status protected by Federal or State Law. Furthermore, we prohibit Retaliation against a person who files a charge of discrimination or opposes unlawful employment practices.

Name \_\_\_\_\_ Date \_\_\_\_\_  
Last First M. Initial

Present \_\_\_\_\_  
 Address \_\_\_\_\_ Apartment/Unit # \_\_\_\_\_  
Number Street Name  
 \_\_\_\_\_  
City State Zip Code

How long at this address? \_\_\_\_\_ Social Security No. \_\_\_\_\_

Home telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Position Applied for \_\_\_\_\_ Salary Desired \_\_\_\_\_ Date Available \_\_\_\_\_

Days Available to Work (Please Circle) M T W Th F Sat Sun Hours Available to Work \_\_\_\_\_

Type of employment (please circle): Full-Time Part-Time Either

Have you ever applied with our Company before? (please circle) Yes No  
 If yes, for what position/on what date? \_\_\_\_\_

Are you over 18 years of age? (please circle) Yes No

Are you a U.S. Citizen? (please circle) Yes No

Are you legally eligible to work in the U.S.? (please circle) Yes No

### Education

Type of School	Name of School	Address	Years Completed	Major/Degree

HAVE YOU EVER BEEN CHARGED WITH A FELONY OR MISDEMEANOR? (please circle) NO YES

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR? (please circle) NO YES

If the answer is yes, please explain the offenses charged or convicted, the date, the sentence imposed, and/or other pertinent information.



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## EMPLOYMENT APPLICATION – Page 2

Please fill in all areas requested and sign the application. Applicants may be tested for illegal substances.

### WORK EXPERIENCE

Employer Name, Address & Telephone	Name of Supervisor	Employment Dates	Salary
	Position Title & Duties		
Reason for leaving (specifically)			
Employer Name, Address & Telephone	Name of Supervisor	Employment Dates	Salary
	Position Title & Duties		
Reason for leaving (specifically)			
Employer Name, Address & Telephone	Name of Supervisor	Employment Dates	Salary
	Position Title & Duties		
Reason for leaving (specifically)			

May we contact your present employer? (please circle) Yes No

Did you complete this application yourself? (please circle) Yes No  
 If no, name of person who did \_\_\_\_\_

Have you ever been in the U.S. Armed Forces? (please circle) Yes No

If so, please list the branch, your dates of service, your rank and your duties

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If discharged from the U.S. Armed Forces, were you honorably discharged? (please circle) Yes No If no, explain.

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## EMPLOYMENT APPLICATION – Page 3

Complete Page 3, only if you currently hold a commercial driver's license  
Please fill in all areas requested and sign the application. Applicants may be tested for illegal substances.

List your addresses of residency for the past 3 years, if different from your present address:

Previous addresses: \_\_\_\_\_ How Long? \_\_\_\_\_

Street City State & Zip Code

\_\_\_\_\_ How Long? \_\_\_\_\_

Street City State & Zip Code

\_\_\_\_\_ How Long? \_\_\_\_\_

Street City State & Zip Code

### DRIVING EXPERIENCE (please circle yes or no)

Class of Equipment	Circle Type of Equipment		Dates		Approx. No. of Total Miles
			From (M/Y)	To (M/Y)	
Straight Truck Yes No	Van, Tank, Flat, Dump, Refer				
Tractor and Semi-Trailer Yes No	Van, Tank, Flat, Dump, Refer				
Tractor – Two Trailers Yes No	Van, Tank, Flat, Dump, Refer				
Tractor – Three Trailers Yes No	Van, Tank, Flat, Dump, Refer				
Motorcoach – School Bus Yes No <small>More than 8 passengers</small>					
Motorcoach – School Bus Yes No <small>More than 15 passengers</small>					
Other					

### EXPERIENCE AND QUALIFICATIONS - DRIVER

Unexpired Commercial Motor Vehicle licenses or permits	State	License No.	Class	Endorsement(s)	Expiration Date

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? (please circle) Yes No

B. Has any license, permit or privilege ever been suspended or revoked? (please circle) Yes No

If the answer to either A or B is yes, give details \_\_\_\_\_

Show any trucking, transportation or other experience that may help in your work for this company \_\_\_\_\_

List courses and training \_\_\_\_\_

List special equipment or technical materials you can work with \_\_\_\_\_



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## EMPLOYMENT APPLICATION – Page 4

Please fill in all areas requested and sign the application. Applicants may be tested for illegal substances.

### REFERENCES

List the information for three (3) references for persons not related to you whom you have known for at least 1 year

Name	Phone Number	Address	Relationship	Job Title of Reference

### DRIVER'S LICENSE INFORMATION

Do you have a current, valid driver's license? (please circle) Yes No

Is your driver's license revoked or suspended? (please circle) Yes No

Driver's License No.	State Issued	Expiration Date	Class

Have you had any motor vehicle accidents in the last three (3) years? (please circle) Yes No  
If the answer is yes, how many? \_\_\_\_\_

Please describe the circumstances and if you were cited as a result?

Have you had any moving violations in the last three (3) years? (please circle) Yes No If yes, how many? \_\_\_\_\_

I certify that the facts contained in this employment application are true, complete and correct to the best of my knowledge. I understand that any false information, omission or misrepresentation may be cause for refusal to hire or termination, if I have been employed by the Company, no matter on what date discovered by the Company.

I authorize the Company to contact my references to obtain information about myself and my character. I further authorize the Company to thoroughly investigate and perform background/criminal background checks as necessary to obtain information regarding my employment history, my educational history, character, and any other necessary information in order to determine my suitability for employment with the Company.

I understand and agree that nothing contained in this application, or conveyed during interview, is intended to create an employment contract, unless a contract is memorialized in writing and signed by all relevant parties. I understand and agree that, if hired, my employment is "at will" in accordance with the laws of this State, without fixed term, and may be terminated at any time, with or without cause or prior notice, at the option of either myself or the company.

I understand that completing this form does not indicate that there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

DATE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_