

Driver Employment Application



PERSONAL INFORMATION			
Full Name		Date	
Current Mailing Address			
Home Phone		Mobile Phone	
E-Mail Address			
Referred By			

EMPLOYMENT INFORMATION			
Position You Are Applying For	Driver		
Date Available to Begin		Expected Wage	
Type of Employment Desired	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal	Are you available to work overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION				
High School Name	City/State	Highest Year Completed	Degree/Diploma	Major/Minor
		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4		
College/Trade School Name	City/State	Highest Year Completed	Degree	Major/Minor
		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4+		
Graduate School Name	City/State	Highest Year Completed	Degree	Major/Minor
		<input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 4+		
List your current licenses/certifications that are relevant to this position <i>(We may request copies)</i>				
List any training you attended that is relevant to this position				
List your skills and/or qualifications that are relevant to this position				

LICENSE INFORMATION

Section 383.21 FMCSR states "No person who operates a commercial motor vehicle shall at any time have more than one driver's license". By signing this application, I certify that I do not have more than one motor vehicle license, the information for which is listed below.

STATE	DRIVER'S LICENSE NUMBER	TYPE/CLASS	EXPIRATION DATE
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DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	COMPANY NAME & DATES (STARTING & ENDING MONTH/YEAR)	APPROXIMATE NO. OF MILES (TOTAL)
STRAIGHT TRUCK			
TRACTOR AND SEMI-TRAILER			
TRACTOR - TWO TRAILERS			
OTHER			

ACCIDENT RECORD (ATTACH SHEET IF YOU NEED MORE SPACE TO COMPLETE THIS SECTION)

DATE	NATURE OF ACCIDENT (HEAD-ON, REAR END, UPSET, ETC.)	NUMBER OF FATALITIES	NUMBER OF INJURIES	CHEMICAL SPILLS
				YES NO
				YES NO
				YES NO

TRAFFIC CONVICTION/FORFEITURES (OTHER THAN PARKING VIOLATIONS)

DATE CONVICTED (Month/Year)	VIOLATION	STATE OF VIOLATION LOCATION	PENALTY (forfeited bond, collateral and/or points)

Have you ever been denied a license, permit or privilege to operate a motor vehicle?

- Yes
 No

If yes, please provide date(s) and details (use a separate sheet if necessary):

Has any license, permit or privilege ever been suspended or revoked?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date(s) and details (use a separate sheet if necessary):		

GENERAL INFORMATION			
Have you ever been employed by Gleaners?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, give dates of employment	From: To:
Do you have any friends or family who are currently employed by Gleaners?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what are their name(s)	
Are you less than 18 years old? <i>(We may require proof of age after making a job offer)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Answering "yes" to the following question does not constitute an automatic bar to employment with Gleaners. Please see the <i>Note Regarding Question on Criminal Record</i> which appears at the end of this Application.			
Have you ever been convicted of a crime in any state or country other than a minor traffic offense? <i>This includes, but is not limited to, felonies, misdemeanors, guilty pleas, diversion arrangements, or pleas of nolo contendere or no contest.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date(s) and details (use a separate sheet if necessary):			

WORK EXPERIENCE <i>(Please list your current or most recent employer first)</i>			
COMPANY #1			
Address			
Position		Dates of Employment	Starting: Ending:
Supervisor's Name		Telephone Number	
Description			
Reason for Leaving			
Permission to Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pay	Starting: Ending:
COMPANY #2			
Address			
Position		Dates of Employment	Starting: Ending:
Supervisor's Name		Telephone Number	
Description			
Reason for Leaving			
Permission to Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pay	Starting: Ending:

COMPANY #3			
Address			
Position		Dates of Employment	Starting: _____ Ending: _____
Supervisor's Name		Telephone Number	
Description			
Reason for Leaving			
Permission to Contact	<input type="checkbox"/> Yes <input type="checkbox"/> No	Pay	Starting: _____ Ending: _____

Have you ever been terminated, asked to resign from employment, or resigned from employment instead of termination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain.	

WORK REFERENCES <i>(Please provide three work-related references, preferably past supervisors/managers.)</i>				
Reference 1	Name	Title		Phone
	Company/Organization	Years Known	Nature of Acquaintance	
Reference 2	Name	Title		Phone
	Company/Organization	Years Known	Nature of Acquaintance	
Reference 3	Name	Title		Phone
	Company/Organization	Years Known	Nature of Acquaintance	

PLEASE READ AND SIGN BELOW:

Applicant's Certification and Agreement

I certify that all of the information provided by me in this Employment Application, any resume, and any other document or statement provided to Gleaners Food Bank of Indiana, Inc. ("Gleaners") is true, complete and correct. Additionally, I understand that this Application shall remain current for 90 days. At the conclusion of that time, if I have not heard from Gleaners and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new Application. In addition, I understand that it is my responsibility to update the information in this application if anything has changed before a hiring decision is made by Gleaners.

I understand that if Gleaners determines that any information provided by me in this Application or other documents I provided to it in connection with the employment process was false or misrepresented in any manner, or contained omissions deemed material by Gleaners, the result shall be: (a) my elimination from further consideration for employment; or (ii) if hired, the immediate termination of my employment with Gleaners, regardless of the date that Gleaners discovers that information. If I am hired by Gleaners, I agree to abide by its policies, procedures, and ethical guidelines at all times.

I understand that any offer of employment I receive will be contingent on a background check and review of my references. I authorize Gleaners, its employees and agents to contact and obtain information from all references (personal and professional), employees, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this Application and other documents and information provided to it in connection with the employment process. I authorize any of the persons or organizations referenced in this Application and other documents I provide to Gleaners in connection with the hiring process to disclose to Gleaners any and all information regarding my previous employment, education or any other information that they may have, personal or otherwise, with regard to any of the matters in this Application and other documents provided to Gleaners, and I release all such parties from all liability for any damage that may result from furnishing such information to Gleaners.

Neither this Application nor any statement made to me during the employment process or thereafter shall be considered a contract of employment of any kind. Where such a contract is intended, I understand that it will be separately entered into and signed by Gleaners' CEO. Absent such a contract, I understand that, if hired, my employment with Gleaners will be terminable-at-will, with or without cause or notice, that I am not being employed for any specified or definite period of time. I understand that no supervisor or representative of Gleaners is authorized to make any representations to the contrary and that no oral or written agreements contrary to the foregoing are valid unless they are in writing and signed by Gleaners' CEO.

In compliance with the Immigration Reform and Control Act of 1986, Gleaners will not hire individuals who are not lawfully authorized to work in the United States. Accordingly, if hired, I understand that I will be required to submit proof of my legal right to work in the United States and that Gleaners cannot continue my employment if I am unable to provide such proof. I understand that Gleaners is an Equal Employment Opportunity employer. Gleaners recruits and hires persons in all job titles without regard to race, sex, age, color, religion, national origin, disability, or other lawfully protected classes.

In consideration of Gleaners' review of this Application, I hereby agree that: (a) any claim, action or lawsuit against Gleaners, its employees, agents or representatives ("Gleaners Group") arising out of or relating to the hiring or employment process, my employment, or termination of employment, including, but not limited to, any claim for employment discrimination or arising under any Local, State, or Federal civil rights law, must be filed in a court of competent jurisdiction or with any state or federal agency having jurisdiction over such matter within 180 calendar days of the event giving rise to the claim or be forever barred, and I knowingly and voluntarily waive any statute of limitations or other period to the contrary; and (b) I knowingly and voluntarily waive any right that I may have to a jury trial in connection with any claim, action or lawsuit against Gleaners Group relating to the hiring process, my employment, or the termination of that employment, including, without limitation, any claim or action relating to employment discrimination. This means that any such claim or action will be heard by and tried before a judge. I am unequivocally waiving each of the above-described rights knowingly and voluntarily.

By entering my name below, I am certifying that I have read, fully understand and accept and agree to all terms and conditions of this Applicant Certification. I also agree to the electronic use and storage of this Application and my signature.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CERTIFICATION AND AGREEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Certification and Agreement.

Applicant Signature	Date

Note Regarding Question on Criminal Record

A prior conviction will not necessarily bar you from employment with Gleaners. We will make an individualized assessment in each case. Among the factors we will consider are the following: the facts or circumstances surrounding the offense or conduct that resulted in a conviction; the relationship of the offense or conduct to the position for which you are applying or the position for which you are being considered ("the Position"); the number of offenses for which you were convicted; your age at the time of each conviction and at the time you were released from prison; evidence that you performed the same type of work as the Position with another employer after your conviction with no incidents of criminal conduct; the length and consistency of your employment history before and after the offense or conduct that resulted in a conviction; rehabilitation efforts you describe to us (including, without limitation, education or training); employment or character references you provide; any other information regarding your fitness for the Position; and whether you are bonded under a federal, state, or local bonding program.

In addition, if we determine that your prior criminal record may exclude you from employment with Gleaners, we may provide you with an opportunity to discuss the matter with us before a final decision is made. If that opportunity is provided to you and you take advantage of it in a timely manner, you may provide us with information that you believe should affect our decision. We will consider any such information in order to determine whether a decision not to hire you due to prior conviction(s) is job-related and consistent with business necessity.

If you would like to explain the circumstances of any matter or provide additional information, you may attach a written explanation in a separate document.