



1600 Janesville Avenue / Fort Atkinson, WI 53538-2726
920-563-0810 / 800-788-3678 / Fax: 920-563-0813

APPLICATION FOR QUALIFICATION

(Answer all questions – please print)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, veteran status, non-job related disability, or any other protected group status.

Date of application ____/____/____

Position(s) Applied for _____

Name _____ Social Security No. _____ - _____ - _____
Last First Middle

List your addresses of residency for the past 3 years:

Current Address _____
Street City
State Zip Code Phone _____ How Long? _____

Previous Addresses: _____
Street City State Zip Code How Long? _____
Street City State Zip Code How Long? _____
Street City State Zip Code How Long? _____

Do you have the legal right to work in the United States? Yes No

Date of Birth ____/____/____ Can you provide proof of age? Yes No
(Required for Commercial Drivers)

Have you worked for the company before? Yes No

Dates: From ____/____/____ To ____/____/____ Rate of Pay _____ Position _____

Reason for leaving _____

Are you now employed? Yes No If not, how long since leaving last employment? _____

Who referred you? _____ Rate of pay expected _____

Have you ever been convicted of a felony? Yes No Are you currently on parole or probation? Yes No
Are there any pending charges against you? Yes No

If yes, please explain each entry: 1) Is it a conviction or pending charge? 2) Date of conviction or upcoming hearing. 3) State in which convicted / charged. Conviction of a crime is not an automatic bar to employment – all circumstances will be considered.

Is there any reason you might be unable to perform the functions of the job for which you have applied [as described in the attached job description] ? Yes No If yes, please explain:

EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. **Complete all data for EACH last employer COMPLETELY.** Applicants to drive a commercial motor vehicle* in intrastate or interstate commerce shall also provide an additional 7 years' information on those employers for whom the applicant operated such vehicle. Sec. 391.21 (b) (10) (11). **Account for any gaps in employment between employers.**

(NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary.)

EMPLOYER		DATE	
NAME _____		FROM MO. _____ YR. _____	TO MO. _____ YR. _____
ADDRESS _____		POSITION HELD _____	
CITY _____	STATE _____	SALARY/WAGE _____	
CONTACT PERSON _____		PHONE NUMBER _____	
WERE YOU REGULATED BY THE FMCSA DURING THIS JOB? <input type="radio"/> Yes <input type="radio"/> No		WAS THIS JOB A FMCSA SAFETY SENSITIVE FUCTION POSITION SUBJECT TO DOT REGULATED CONTROLLED SUBSTANCE & ALCOHOL TESTING? <input type="radio"/> Yes <input type="radio"/> No	

EMPLOYER		DATE	
NAME _____		FROM MO. _____ YR. _____	TO MO. _____ YR. _____
ADDRESS _____		POSITION HELD _____	
CITY _____	STATE _____	SALARY/WAGE _____	
CONTACT PERSON _____		PHONE NUMBER _____	
WERE YOU REGULATED BY THE FMCSA DURING THIS JOB? <input type="radio"/> Yes <input type="radio"/> No		WAS THIS JOB A FMCSA SAFETY SENSITIVE FUCTION POSITION SUBJECT TO DOT REGULATED CONTROLLED SUBSTANCE & ALCOHOL TESTING? <input type="radio"/> Yes <input type="radio"/> No	

EMPLOYER		DATE	
NAME _____		FROM MO. _____ YR. _____	TO MO. _____ YR. _____
ADDRESS _____		POSITION HELD _____	
CITY _____	STATE _____	SALARY/WAGE _____	
CONTACT PERSON _____		PHONE NUMBER _____	
WERE YOU REGULATED BY THE FMCSA DURING THIS JOB? <input type="radio"/> Yes <input type="radio"/> No		WAS THIS JOB A FMCSA SAFETY SENSITIVE FUCTION POSITION SUBJECT TO DOT REGULATED CONTROLLED SUBSTANCE & ALCOHOL TESTING? <input type="radio"/> Yes <input type="radio"/> No	

EMPLOYER		DATE	
NAME _____		FROM MO. _____ YR. _____	TO MO. _____ YR. _____
ADDRESS _____		POSITION HELD _____	
CITY _____	STATE _____	SALARY/WAGE _____	
CONTACT PERSON _____		PHONE NUMBER _____	
WERE YOU REGULATED BY THE FMCSA DURING THIS JOB? <input type="radio"/> Yes <input type="radio"/> No		WAS THIS JOB A FMCSA SAFETY SENSITIVE FUCTION POSITION SUBJECT TO DOT REGULATED CONTROLLED SUBSTANCE & ALCOHOL TESTING? <input type="radio"/> Yes <input type="radio"/> No	

EMPLOYER		DATE	
NAME _____		FROM MO. _____ YR. _____	TO MO. _____ YR. _____
ADDRESS _____		POSITION HELD _____	
CITY _____	STATE _____	SALARY/WAGE _____	
CONTACT PERSON _____		PHONE NUMBER _____	
WERE YOU REGULATED BY THE FMCSA DURING THIS JOB? <input type="radio"/> Yes <input type="radio"/> No		WAS THIS JOB A FMCSA SAFETY SENSITIVE FUCTION POSITION SUBJECT TO DOT REGULATED CONTROLLED SUBSTANCE & ALCOHOL TESTING? <input type="radio"/> Yes <input type="radio"/> No	

*Includes vehicles having GVWR of 26,001 lbs. or more, vehicles designed to transport 15 or more passengers, or any size vehicle used to transport hazardous materials in a quantity requiring placarding.

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED) IF NONE, WRITE NONE

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
LAST ACCIDENT: ___/___/___			
NEXT PREVIOUS: ___/___/___			
NEXT PREVIUOS: ___/___/___			

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS) IF NONE, WRITE NONE

LOCATION	DATE	CHARGE	PENALTY

(ATTACH SHEET IF MORE SPACE IS NEEDED)

EDUCATION

SELECT HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4 COLLEGE: 1 2 3 4

LAST SCHOOL ATTENDED _____ (NAME) _____ (CITY)

EXPERIENCE AND QUALIFICATIONS – DRIVER

Note: Please list all States in which you have held a driver's licenses (regardless of the expiration date).

DRIVER LICENSES	STATE	LICENSE NO.	TYPE	EXPIRATION DATE
	_____	_____	_____	___/___/___
	_____	_____	_____	___/___/___
	_____	_____	_____	___/___/___

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

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

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH STATEMENT GIVING DETAILS

DRIVING EXPERIENCE IF NONE, WRITE NONE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATES		APPROX. NO. OF MILES (TOTAL)
		FROM	TO	
STRAIGHT TRUCK	_____	___/___/___	___/___/___	_____
TRACTOR AND SEMI-TRAILER	_____	___/___/___	___/___/___	_____
TRACTOR – TWO TRAILERS	_____	___/___/___	___/___/___	_____
MOTORCOACH – SCHOOL BUS	_____	___/___/___	___/___/___	_____
OTHER	_____	___/___/___	___/___/___	_____

LIST STATES OPERATED IN FOR LAST FIVE YEARS

SHOW SPECIAL COURSES OR TRAINING THAT WILL HELP YOU AS A DRIVER: _____

WHICH SAFE DRIVING AWARDS DO YOU HOLD AND FROM WHOM? _____

EXPERIENCE AND QUALIFICATIONS – OTHER

SHOW ANY TRUCKING, TRANSPORTATION OR OTHER EXPERIENCE THAT MAY HELP IN YOUR WORK FOR THIS COMPANY

LIST COURSES AND TRAINING OTHER THAN SHOWN ELSEWHERE IN THIS APPLICATION

LIST SPECIAL EQUIPMENT OR TECHNICAL MATERIALS YOU CAN WORK WITH (OTHER THAN THOSE ALREADY SHOWN)



DRIVER'S DMV AGREEMENT FORM

<hr/>	<hr/> - <hr/> - <hr/>	<hr/>
Applicant Name	Social Security No.	Position Type
<hr/>	<hr/>	
Drivers License Number	State Issued	

1. I give full permission for Fortrans, Inc to obtain a Department of Motor Vehicle (DMV) report and understand the company may take appropriate action for any violations discovered.
2. I agree to report all citations issued for moving violations, accidents, and suspension/revocation of driver's license immediately to my supervisor.
3. I understand Fortrans, Inc may revoke my driving privileges at any time.
4. I understand it is Fortrans, Inc policy that I submit a drug and alcohol test following any accident with a company vehicle or personal vehicle during working hours.

I certify that I personally completed this form and that all of the information is true and correct. I authorize Fortrans, Inc. to conduct a thorough background investigation in accordance with state and federal law and authorize my previous employers to release any information requested by Fortrans, Inc. and hold them harmless of all liability from the release of said information. Also, in accordance with the provisions of 49 CFR Part 382.405 and 382.413, I hereby authorize and require my previous and/or current employers specifically listed by me on the Job Application form to release the results (including any refusal to test) of all drug and alcohol tests taken by me pursuant to the provisions of 49 CFR while in their employment to Fortrans, Inc. by whatever means is most expedient.

<hr/>	<hr/> / <hr/> / <hr/>
Applicant Signature	Date

Print Name



CONSENT TO BACKGROUND REPORT

In connection with your application for employment with Fortrans, Inc., it may obtain one or more reports regarding your credit, driving, and/or criminal background history from a consumer reporting agency and/or other sources. If Fortrans, Inc. uses any information it obtains from a background report in a decision to not hire you or to make any other adverse employment decision regarding you, Fortrans, Inc. will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based on a background report, Fortrans, Inc. will notify you that the action has been taken and that the background report was the reason for the action. Fortrans, Inc. cannot obtain background reports from consumer reporting agencies or other sources regarding you unless you consent in writing. If you agree that Fortrans, Inc. may obtain such background reports, please read the following and sign below:

I authorize Fortrans, Inc. to contact any organization or individual that I have listed on my employment application or resume or mentioned in job interviews and obtain from them any relevant information about my job qualifications, including my experience, skills and abilities. I understand that I am consenting to the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years, as well as any reference related information about me held or known by my former employers, supervisors, and co-workers. In addition, I consent to the release of any information about my education, experience, abilities or work-related characteristics or traits held or known by other organizations or individuals, including schools and educational institutions, professional or business associates, and friends and acquaintances that Fortrans, Inc. might contact in the course of conducting a reference check or background investigation of my suitability for employment.

I understand and acknowledge that this release of information can involve my qualifications, performance, credentials, or other characteristics or factors affecting my suitability for employment with Fortrans, Inc. Specifically, I am authorizing the release of any information about my performance, experience, capability, attitude, specific events, or other work-related characteristics that currently are in the possession of the requested organizations or their managers or representatives.

In exchange for Fortrans, Inc. consideration of my employment application, I agree not to file or pursue any complaints, claims or legal actions of any kind against any organization or individual that provides work-related information about me to Fortrans, Inc or its agents in accordance with the terms and intent of this release. I also agree not to file or pursue any complaints, claims or legal actions against Fortrans, Inc. or any of its employees, representatives, or agents arising out of their efforts to obtain work-related information about me.

I have read the above notice regarding Background Reports provided to me by Fortrans, Inc. and I understand that if I sign this consent form, Fortrans, Inc. and/or entity it retains to obtain such background reports may obtain reports of my credit, driving, and/or criminal background history in addition to information regarding my background, references, education, specific events and past employment. I understand employment or authorization to drive with this carrier is on an "at-will" basis that allows me to quit or be fired at any time with or without notice and with or without cause.

I hereby authorize Fortrans, Inc. and its employees, agents, and affiliates to obtain the information authorized above.

Applicant Signature

____ / ____ / ____

Date

Print Name



IMPORTANT NOTICE REGARDING BACKGROUND REPORTS FROM THE *PSP Online Service*

In connection with your application for employment with **FORTTRANS, INC.** (“Prospective Employer”), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

AUTHORIZATION

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize **FORTTRANS, INC.** (“Prospective Employer”) to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.



**IMPORTANT NOTICE
REGARDING BACKGROUND REPORTS
FROM THE *PSP Online Service*
(continued)**

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: _____

Applicant Signature

Name (Please Print)

NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant's written or electronic consent prior to accessing the Applicant's PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant's consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.

NOTICE: The prospective employment concept referenced in this form contemplates the definition of "employee" contained at 49 C.F.R. 383.5.

LAST UPDATED 12/22/2015

Job Description

Job Title: Over-the-Road driver of tractor/trailer combination (Commercial Motor Vehicle).

Position Summary: Drives tractor and trailer combination units (including van and temperature controlled trailers) and loading and/or delivering products. Loading and delivering commodities may occasionally require the operation of auxiliary equipment and machinery. Driver may be required to assist in loading and unloading of freight.

Principal Duties and Responsibilities:

- Drives diesel powered tractor/trailer combination units transporting safely and efficiently all assigned shipments.
- Performs all loading and unloading procedures as required.
- Report all service failures or delays immediately to the proper company representative.
- Report all traffic violations and/or arrests immediately to the proper company representatives.
- Performs inspections of vehicle(s) as required by company policy, state, federal and local law to ensure the vehicle(s) are in safe operating condition and has ample quantities of fuel, oil and water.
- Complies with all regulations, rules, and company policies and procedures while performing his/her job duties.
- Reports all road hazards observed enroute.
- Makes delivery or pick-up of freight enroute, obtaining signed receipts, while collecting and signing for freight as instructed. This includes physical loading and/or unloading as required.
- Report all accidents, spills or property damage, regardless of extent of damage or injury, immediately to the proper company representative.
- Contact dispatch as required.
- Complete and turn in all trip paperwork as required.
- Keeps vehicle(s) assigned in clean condition.
- Follow company guidelines pertaining to acceptable conduct when dealing with supervisors, shop personnel, drivers and customers.
- Practices good personal hygiene projecting an image of quality and professionalism at all times.

Knowledge and Skills Required:

- Must be at least 23 years of age.
- Must have two years verifiable over-the-road experience operating a commercial motor vehicle.
- Must possess a valid Commercial Driver's License with proper endorsements.
- Must be physically qualified to operate a commercial motor vehicle as required by Title 49, CFR 391.41 and company policy.
- Must possess a good working knowledge and operating ability of a tractor/trailer combination unit; the knowledge and ability to perform minor repairs on the road as necessary; and the knowledge and ability to maintain equipment in a good condition consistent with company policy, state and federal laws.
- Must have the ability to read, write and speak the English language sufficiently to complete all paperwork requirements established by company policy, and various laws and regulations.

Physical Demands:

- Must have physical and mental ability to sit, stand, and remain alert while driving or while otherwise on-duty for long periods of time up to 11 hours driving without rest or relief.
- Must be able to operate for long periods of time a clutch and manual transmission tractor/trailer unit with or without the use of an artificial prosthesis or other reasonable accommodation.
- Must be able to perform occasional squatting, stooping, crouching, crawling, bending, twisting, climbing, reaching, lifting and balancing as required to inspect equipment, to enter and exit vehicles, and to affect loading and/or unloading of commodities transported.
- Must be able to enter and exit the vehicle's cab 10 or more times a day with entry and exit achieved with the assistance of various configurations of steps and above shoulder hand holds.
- Must be able to hook and unhook trailers from the tractor including the cranking lever used to raise and lower landing gear on trailers.
- Must have mechanical aptitude.
- Must have good work habits.
- Must be able to follow written and verbal instructions in the English language.

Job Description *(continued)*

Work Environment:

- Will spend time out of doors at times during inclement weather.
- Subject to irregular work schedules, long trips, tight delivery schedules, and delays enroute on crowded streets and highways in all kinds of weather and during day or night.
- Will spend a large percentage of time in the commercial motor vehicle exposed to noise and vibration levels.
- May be exposed to heat, cold, dust, noise and other irritants.

“The above job description is only intended to be a general guideline, and is not intended to include every rule, regulation or company policy.”

Job Title: Less-than-Truckload (local) driver of tractor/trailer combination (Commercial Motor Vehicle).

Position Summary: Drives tractor and trailer combination units (including van and temperature controlled trailers) and loading and/or delivering products. Loading and delivering commodities may occasionally require the operation of auxiliary equipment and machinery. Driver may be required to assist in loading and unloading of freight.

Principal Duties and Responsibilities:

- Drives diesel powered tractor/trailer combination units transporting safely and efficiently all assigned shipments.
- Performs all loading and unloading procedures as required.
- Report all service failures or delays immediately to the proper company representative.
- Report all traffic violations and/or arrests immediately to the proper company representatives.
- Performs inspections of vehicle(s) as required by company policy, state, federal and local law to ensure the vehicle(s) are in safe operating condition and has ample quantities of fuel, oil and water.
- Complies with all regulations, rules, and company policies and procedures while performing his/her job duties.
- Reports all road hazards observed enroute.
- Makes delivery or pick-up of freight enroute, obtaining signed receipts, while collecting and signing for freight as instructed. This includes physical loading and/or unloading as required.
- Report all accidents, spills or property damage, regardless of extent of damage or injury, immediately to the proper company representative.
- Contact dispatch as required.
- Complete and turn in all trip paperwork as required.
- Keeps vehicle(s) assigned in clean condition.
- Follow company guidelines pertaining to acceptable conduct when dealing with supervisors, shop personnel, drivers and customers.
- Practices good personal hygiene projecting an image of quality and professionalism at all times.

Knowledge and Skills Required:

- Must be at least 23 years of age.
- Must have two years verifiable driving experience operating a commercial motor vehicle.
- Must possess a valid Commercial Driver's License with proper endorsements.
- Must be physically qualified to operate a commercial motor vehicle as required by Title 49, CFR 391.41 and company policy.
- Must possess a good working knowledge and operating ability of a tractor/trailer combination unit; the knowledge and ability to perform minor repairs on the road as necessary; and the knowledge and ability to maintain equipment in a good condition consistent with company policy, state and federal laws.
- Must have the ability to read, write and speak the English language sufficiently to complete all paperwork requirements established by company policy, and various laws and regulations.

Job Description *(continued)*

Physical Demands:

- Must have physical and mental ability to sit, stand, and remain alert while driving or while otherwise on-duty for long periods of time up to 11 hours driving without rest or relief.
- Must be able to operate for long periods of time a clutch and manual transmission tractor/trailer unit with or without the use of an artificial prosthesis or other reasonable accommodation.
- Must be able to perform occasional squatting, stooping, crouching, crawling, bending, twisting, climbing, reaching, lifting and balancing as required to inspect equipment, to enter and exit vehicles, and to affect loading and/or unloading of commodities transported.
- Must be able to enter and exit the vehicle's cab 10 or more times a day with entry and exit achieved with the assistance of various configurations of steps and above shoulder handholds.
- Must be able to hook and unhook trailers from the tractor including the cranking lever used to raise and lower landing gear on trailers.
- Must have mechanical aptitude.
- Must have good work habits.
- Must be able to follow written and verbal instructions in the English language.

Work Environment:

- Will spend time out of doors at times during inclement weather.
- Subject to irregular work schedules, long trips, tight delivery schedules, and delays enroute on crowded streets and highways in all kinds of weather and during day or night.
- Will spend a large percentage of time in the commercial motor vehicle exposed to noise and vibration levels.
- May be exposed to heat, cold, dust, noise and other irritants.

“The above job description is only intended to be a general guideline, and is not intended to include every rule, regulation or company policy.”