

# Applicant Data Record

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a **Confidential File** separate from the Application for Employment.

(PLEASE PRINT)

Date \_\_\_\_\_

Position(s) applied for \_\_\_\_\_

Referral Source:  Advertisement  Friend  Relative  Walk-In  
 Employment Agency  Other \_\_\_\_\_

Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Last First Middle Area Code

Address \_\_\_\_\_  
Number Street City State Zip

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

## Affirmative Action Survey

Government agencies require periodic reports on the age, sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information is voluntary.

Date of Birth: \_\_\_\_\_

Check one:  Male  Female

Check one of the following:  
Race/Ethnic Group:  White  Black  Hispanic  
 American Indian/Alaskan Native  Asian/Pacific Islander

Check if any of the following are applicable:  
 Vietnam Era Veteran  Disabled Veteran  Handicapped Individual

If Veteran status: \_\_\_\_\_  
Discharge Date \_\_\_\_\_ Federal Job Category \_\_\_\_\_ Reporting State \_\_\_\_\_

## Special Employment Notice to Disabled Veterans, Vietnam Era Veterans, and Individuals with Physical or Mental Handicaps.

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap, you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect your consideration for employment.

If you wish to be identified, please sign below.

Handicapped Individual  Disabled Veteran  Vietnam Era Veteran

Signed \_\_\_\_\_

Have you been convicted of a felony within this last 7 years?  Yes  No

(Conviction will not necessarily disqualify applicant from employment.)

If Yes, please explain: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



State driver's license number \_\_\_\_\_ Expiration date \_\_\_\_\_ Issuing State \_\_\_\_\_

CDL Endorsements \_\_\_\_\_

Medical Card? \_\_\_\_\_ Expiration date \_\_\_\_\_

List all motor vehicle accidents in the last 3 years. Specify date, nature of accident, and any fatalities or injuries it caused.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all violations of motor vehicle laws other than parking during the last 3 years for which you were convicted or bond was forfeited.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Has your driver's license ever been revoked or denied?  Yes  No

If yes, indicate in detail all facts and circumstances.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Give name, address and phone number of 3 references who are not related to you and are not previous employers.

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

# Employment Experience

Start with your present or last job. Must include ~~at least 10 yrs. of work experience.~~

**\*List all types of equipment operated** including trucks, truck tractors, semi trailers, full trailers, and types of construction equipment. Indicate the nature of the work performed and the number of years or months operated.

1	Employer	Telephone (    )	Dates Employed		
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
	<b>*Work Performed and Equipment Operated:</b>				
Were you subject to Federal Motor Carrier Safety Regulations while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you subject to DOT-required drug and alcohol testing requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No					
2	Employer	Telephone (    )	Dates Employed		
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
	<b>*Work Performed and Equipment Operated:</b>				
Were you subject to Federal Motor Carrier Safety Regulations while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you subject to DOT-required drug and alcohol testing requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No					
3	Employer	Telephone (    )	Dates Employed		
	Address		From	To	
	Job Title		Hourly Rate/Salary		
	Supervisor		Starting	Final	
	Reason for Leaving				
	<b>*Work Performed and Equipment Operated:</b>				
Were you subject to Federal Motor Carrier Safety Regulations while employed? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Were you subject to DOT-required drug and alcohol testing requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No					

