



EMPLOYMENT APPLICATION

To the applicant:

For this application to be considered – all questions must be answered completely including full addresses of previous employers, telephone numbers, names of supervisors and the reason for leaving their employment. Hartt Transportation Systems, Inc. will need a copy of your driver’s license, social security card or other form of ID at the time of submission. Read, complete and sign all sections of this ‘Application for Employment’. Time gaps between employers must be accounted for on your application. 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, or non-job related disability.

Consideration of this application will be given. However, by receiving this document, Hartt Transportation Systems, Inc. is under no obligation of employment to the applicant.

[Personal Information]

Name: _____ Date: _____

Social Security #: _____ Date of Birth: _____

Address: _____
Number Street City State Zip

Telephone: _____ Cell: _____

[Additional Information]

Are you at least 21 years of age or older? Yes No
Do you have the legal right to live and work in the U.S.? Yes No
If hired, can you provide the documentation required by U.S. Law? Yes No
(If hired, documented proof of legal right to work is required)

Since the age of 18, have you ever been convicted of a misdemeanor or felony: Yes No
If so, please advise nature and date:

NOTE: A conviction will not necessarily disqualify you from employment. Each conviction will be judged on its own merits with respect to time, circumstance and seriousness.

Have you worked for Hartt Transportation before? Yes No

Position applying for: _____ Rate of pay expected: _____ Referred by: _____

Names of any relatives employed by Hartt Transportation: _____

Education:

Circle highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5+

Last school attended: _____
Name Address

[Residence History]

Please furnish the addresses at which you resided during the three years preceding the date on which the application is submitted.

BEGIN WITH THE MOST RECENT

Address	Street	City	State	Length of Residency

LIST EMPLOYERS IN REVERSE ORDER STARTING WITH THE MOST RECENT

Current or Former Employer Information	
Employer Name:	Dates Employed:
Street Address:	Phone Number:
City/State:	Supervisor:
Job Description:	Reason left:

Former Employer Information	
Employer Name:	Dates Employed:
Street Address:	Phone Number:
City/State:	Supervisor:
Job Description:	Reason left:

Former Employer Information	
Employer Name:	Dates Employed:
Street Address:	Phone Number:
City/State:	Supervisor:
Job Description:	Reason left:

Former Employer Information	
Employer Name:	Dates Employed:
Street Address:	Phone Number:
City/State:	Supervisor:
Job Description:	Reason left:

Former Employer Information	
Employer Name:	Dates Employed:
Street Address:	Phone Number:
City/State:	Supervisor:
Job Description:	Reason left:

List any special training you have that might help you perform the duties of the job you are applying for: _____

Types of computers, other electronic or mechanical equipment that you are qualified to operate or repair: _____

Applicant's Signature

Date

NOTE: Failure to sign the above consent discontinues the employment process

NOTICE TO APPLICANT

All information submitted will be considered in reviewing my application and is subject to investigation. I hereby authorize Hartt Transportation Systems, Inc. to investigate all statements applicable, except as indicated.

I certify that the facts set forth in this employment application are true and complete to the best of my knowledge. I understand that misrepresentation or omission of facts called for is cause for dismissal upon discovery of such information.

If accepted for employment, I hereby agree to comply with the rules, regulations and policies of Hartt Transportation Systems, Inc.

I am aware that an investigation consumer report may be made in connection with my application for employment. This report may include information as to my character, general reputation, personal habits, and mode of living, obtained from or through personal interview with persons with whom I am acquainted, or those persons who may have knowledge concerning any such items of information.

In the event that such an investigative consumer report is procured, upon my written request of Hartt Transportation Systems, Inc., I will be provided with a complete and accurate disclosure of the nature and scope of the investigation conducted.

I understand that Hartt Transportation Systems, Inc. hires lawful workers only. U.S. citizens or nationals and non-citizens with valid work authorization without discrimination.

Federal immigration law requires all employers to verify both the identity and employment eligibility of all persons hired to work in the United States.

In its efforts to meet the law's requirements, Hartt Transportation Systems, Inc. participates with the Department of Homeland Security to aid employers in verifying the employment eligibility of all newly hired employees. Our participation in the program does not exempt us from the obligation to complete a Form I-9 for everyone we hire.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Company.

Authorization for Background Check

Section 1:

I, _____, hereby authorize Hartt Transportation Systems, Inc. to investigate my background and qualifications for purposes of evaluating whether I am qualified for the position for which I am applying. I specifically authorize such an investigation of information. I also understand that I may withhold my permission and that in such a case, no investigation will be done, and my application for employment will not be processed further.

Applicants Printed Name: _____ Social Security: _____

Applicants Signature: _____ Date: _____

----- Applicant, do NOT write below this line -----

Section 2:

Previous Employer Information

Previous Employer: _____

Mailing Address: _____ Telephone: _____
_____ Fax #: _____

1. Did you employ the applicant listed above? YES NO

Dates of Employment: From _____ To _____ Employed as: _____

2. Reason for leaving your Employment?

Discharged Resignation Lay off Military Duty

If discharged, please explain: _____

3. Would you rehire this person? Yes No Upon Review

4. Comments: _____

Completed by: _____ Date: _____

Printed Name: _____ Title: _____



MVR RELEASE CONSENT FORM

In conjunction with my potential employment at Hartt Transportation Systems, Inc., I consent to the release of my Motor Vehicle Records (MVR) to Hartt Transportation Systems, Inc. I understand Hartt Transportation Systems, Inc. will use these records to evaluate my suitability to fulfill driving duties that may be related to the position for which I am applying. I also consent to the review, evaluation, and other use of any MVR I may have provided to the company. This consent is given in satisfaction of Public Law 18 USC 2721 et. Seq., "Federal Drivers Privacy Protection Act", and is intended to constitute "written consent" as required by this Act.

(Print)

(Signature)

(Date)

(Drivers' License Number)

(State)