



# DRIVER PRE-EMPLOYMENT APPLICATION

1417 W. Kenyon Rd  
Urbana, IL 61801  
217-337-0913

Qualified applicants are considered without regard to Race, Color, Sex, National Origin, Age, Marital Status, Religion, Sexual Orientation, Veterans Status, Non-Job Related Disability or any other protected group status.

**APPLICANT:** You are advised that the information you provide on this application may be used, and your prior employer(s) will be contacted, for the purpose of investigating your background as required by D.O.T. Regulation, Part 391.23. Applications will be kept on file for a minimum of 60 days.

**Note: ANSWER ALL QUESTIONS - WRITE LEGIBLY - THIS APPLICATION WILL NOT BE CONSIDERED UNLESS FULLY COMPLETED \*\*\*\*\*PLEASE PRINT\*\*\*\*\***

**THIS APPLICATION MUST BE COMPLETED IN INK AND IN APPLICANT'S OWN HANDWRITING**

Date of application	Name: First	Middle	Last
Home Phone ( ) ( )	Cell Phone ( ) ( )	Social Security No	
Date of Birth (FMCSR 391.21(2))		Email Address	
Street address		City	State Zip
If at the above address for less than three (3) years, list below all addresses for the past 3 years. FMCSR 391.21(3)			
Street address		City	State Zip
Street address		City	State Zip
How did you find out about us?			

Have you ever worked for this Company before?				Yes <input type="radio"/>	No <input type="radio"/>
If Yes	From	To	Position	Salary	Per
Have you ever worked for this Company under another name?				Yes <input type="radio"/>	No <input type="radio"/>
If Yes	What name(s)				
Names of any relatives employed by this Company?					
If hired can you provide evidence of your U.S. Citizenship or proof of your legal right to live and work in this country?				Yes <input type="radio"/>	No <input type="radio"/>
Do you speak, write and understand any foreign language?			Yes <input type="radio"/>	No <input type="radio"/>	What Language?
Are you able to perform the essential functions and duties of the job as contained in the job description with or without reasonable accommodations?				Yes <input type="radio"/>	No <input type="radio"/>

### EMERGENCY CONTACT

Name	Relationship
Address	Phone

### FOR EMPLOYER USE ONLY - DO NOT WRITE IN THIS AREA

Application Review	Date	Time	By	Qualified	Yes <input type="radio"/>	No <input type="radio"/>	
Interview	Date	Time	By	By			
Approved for Background	Yes <input type="radio"/>	No <input type="radio"/>	Date	By	Qualified	Yes <input type="radio"/>	No <input type="radio"/>
Hired	Yes <input type="radio"/>	No <input type="radio"/>	Start Date	Drug Test on	Medical Card Expiration Date		
Education	Circle Highest Grade	Grade School	High School	College			

	Completed	1 2 3 4 5 6 7 8						9 10 11 12				1 2 3 4			
High School Attended				College Attended						Tech School					
City		State	Year Graduated	City		State	Year Graduated	City		State	Year Graduated				
List any other applicable training or schools and date completed															

Have you served in the U.S. Armed Forces?				Yes <input type="radio"/>	No <input type="radio"/>	From	To
Branch			Rank / Duties				

Employment History													
<p>The U.S. Department of Transportation requires that driver applications show all employment for the past three(3) years. They must also show commercial driver employment for the seven (7) years immediately preceding this three (3) year period. FMCSR 391.21 (b)(10)(11). Applicants must list all full and part time employment including military service, self-employment, and periods of unemployment. Start with current or most recent employment. Dates should list month and year. Use additional sheets of paper if required and list in the same manner as on this form.</p>													
<b>Current Employer</b>			Employer										
From		To	Address										
Phone			City						State			Zip	
Rate of Pay		Per	Supervisor					Position Held					
Reason for leaving													
<b>Previous Employer</b>			Employer										
From		To	Address										
Phone			City						State			Zip	
Rate of Pay		Per	Supervisor					Position Held					
Reason for leaving													
<b>Previous Employer</b>			Employer										
From		To	Address										
Phone			City						State			Zip	
Rate of Pay		Per	Supervisor					Position Held					
Reason for leaving													
<b>Previous Employer</b>			Employer										
From		To	Address										
Phone			City						State			Zip	
Rate of Pay		Per	Supervisor					Position Held					
Reason for leaving													

<b>Previous Employer</b>		Employer			
From	To	Address			
Phone		City		State	Zip
Rate of Pay		Per	Supervisor		Position Held
Reason for leaving					
<b>Previous Employer</b>		Employer			
From	To	Address			
Phone		City		State	Zip
Rate of Pay		Per	Supervisor		Position Held
Reason for leaving					

Any gaps in employment and/or unemployment must be explained.

<b>Gaps in Employment</b>		<b>Reason for Gap in Employment</b>			
From	To				
From	To				
From	To				

The Federal Motor Carrier Safety Regulations apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 pounds or more; or (2) is designed or used to transport more than 8 passengers (including driver) for compensation; or (3) is designed or used to transport more than 15 passengers, including the driver, and is not used to transport passengers for compensation; or, (4) is of any size and is used to transport hazardous materials in a quantity requiring placarding.

Experience and Qualification		<input type="radio"/> Yes		<input type="radio"/> No		If yes, provide details below		
Class of Equipment	Type of Equipment (Circle all that apply)	From	To	OR	Approximate Number of Miles			
Straight Truck	Van, Reefer, Tank, Flat							
Tractor & Semi-Trailer	Van, Reefer, Tank, Flat							
Tractor - Two Trailers	Van, Reefer, Tank, Flat							
Tractor - Three Trailers	Van, Reefer, Tank, Flat							
Motorcoach - School Bus (>8 pass)	NA							
Motorcoach - School Bus (>15 pass)	NA							
Other:	Van, Reefer, Tank, Flat							
Have you operated tow equipment in the past?			<input type="radio"/> Yes		<input type="radio"/> No		If yes, provide details below	
Types of equipment used	Company	From	To	Describe Experience				

<b>Driver / Criminal History</b>	Section 383.21 FMCSR states "No person who operates a commercial motor vehicle shall at any time have more than one driver's license". I certify that I do not have more than one motor vehicle license, the information for which is listed below.
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Driver's License No	State	Class	Expires
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Have you ever been denied a license, permit, or privilege to operate a motor vehicle in this or any other state?	Yes <input type="radio"/>	No <input type="radio"/>
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Has any license, permit, or privilege been suspended, canceled or revoked?	Yes <input type="radio"/>	No <input type="radio"/>
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Have you ever been arrested for driving under the influence or similar charge?	Yes <input type="radio"/>	No <input type="radio"/>
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If yes to any of the above questions please state circumstances and provide dates.	
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<b>Traffic Convictions and Forfeitures – List for Past Three (3) Years.</b> If no traffic convictions and/or forfeitures in the last 3 years – check here <input type="radio"/>
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Date	Location (City and State)	Charge	Penalty

<b>Accident Record – List for Past Three (3) Years. If none write "NONE"</b> List All Commercial and Personal Preventable and Non-preventable accidents including property damage only accidents. If no accidents within the last 3 years – check here <input type="radio"/>
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Date	Location (City and State)	Nature of Accident (head-on, rear-end, etc.)	Preventable / Non-preventable	Injuries?	Were you ticketed? If yes, what violation?

Have you ever been convicted of a criminal offense? (A conviction will not necessarily disqualify you from employment)	Yes <input type="radio"/>	No <input type="radio"/>
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Have you ever convicted for possession, sale, or use of a controlled substance?	Yes <input type="radio"/>	No <input type="radio"/>
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Have you ever used any illegal drugs (including marijuana)?	Yes <input type="radio"/>	No <input type="radio"/>
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If yes to any of the above questions please state circumstances and provide dates.	
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References		Please provide at least three (3) references. These should be people who you have known for at least three (3) years, are not related to you and have not been your supervisor.					
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	
Reference Name (First, Last)				Employer			
Address				Employer Address			
City			State	Zip	City		State Zip
Home Phone		Cell Phone		Employer Phone		Years known	

**To Be Read and Signed by Applicant**

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of any material fact on this pre-employment application or any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize staff of Reynolds Towing Service Inc. or other designated individuals or companies to thoroughly investigate my work record, education, references and other matters related to my suitability for employment and, further, authorize the references I have listed to disclose to the Company any and all letters, reports, and other information related to my work records, without giving me prior notice to such disclosure. In addition, I hereby release the Company, my former employers, and all other persons, corporations, partnerships, and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that the information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and (e). I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

I hereby authorize any law enforcement agency or court to furnish information concerning my motor vehicle records, felony or misdemeanor convictions.

I hereby agree to submit to an Alcohol and Controlled Substance Testing / Screening for pre-employment medical qualification and thereafter as warranted by Company policy and Federal regulations.

I understand that nothing contained in this pre-employment application or conveyed during any interview which may be granted, is intended to create an employment contract between me and Reynolds Towing Service Inc. I further understand and acknowledge that my employment relationship is of an "at will" nature, which means that I may resign at any time and that the Company may discharge me at any time with or without cause or advance notice. It is further understood that this "at-will" employment relationship may not be changed by any verbal or other conduct unless such change is specifically acknowledged in writing by Gregory Reynolds or Susan Jepsen. I further acknowledge that no specific promises relating to condition of employment have been made to me. No promises or representations contrary to the specific provisions of this paragraph are binding on the Company unless made in writing and signed by me and the Company's designated representative.

Date \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

*This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.*