

APPLICATION FOR EMPLOYMENT

ABOUT OUR DEALERSHIP

Thank you for your interest in applying for a job with our Dealership. Because of our commitment to offering the highest possible satisfaction to our customers, we are only interested in hiring the best. We want to have a complete understanding of your qualifications, motivations and interests, so that we can make careful and deliberate hiring decisions that will benefit both the Dealership and our employees. Please answer the following questions honestly, completely and thoughtfully. This application must be completed in full, even if you are attaching a resume. Incomplete applications will not be considered. The Dealership is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, pregnancy, military status, national origin, ancestry, age, veteran status, disability, genetic information or any other legally-protected classification.

PERSONAL INFORMATION

Name: _____ Date of Application _____
Last Name First Name Middle Initial
Address: _____
Street
City State Zip Code
Telephone: (____) _____ If you are under 18 years of age, do you have a work permit? Yes No
Area Code Number

If you have ever worked under another name, please identify: _____

YOUR JOB INTERESTS

Position Desired: _____ Date you can start work: _____
What starting salary or wage do you expect: \$ _____/hr \$ _____/wk \$ _____/month
Are you available for full-time work? Yes No Are you available for part-time work: Yes No
Are you willing to work any shift: Yes No If no, what shift(s) are you willing to work? _____
Are there any days and/or times of the week when you would not be available to work? Please specify: _____
How did you learn of this job opening? _____
Have you ever worked for this Dealership before? Yes No When? _____ Who was your supervisor? _____
Why did you leave? _____ Do you know anyone who works here? Yes No Who? _____
Have you applied to work with us before? Yes No When? _____

YOUR EDUCATION AND TRAINING

Please Select Highest Grade Completed:

1 2 3 4 5 6 7 8	9 10 11 12	1 2 3 4 5	1 2 3 4
Grade School	High School	College	Trade/Tech

What was the last school you attended? _____
Did you graduate? _____ What degree(s) have you achieved? _____

What extracurricular activities did you participate in, or special skills did you acquire, at the above-circled school(s) that might be helpful with the job for which you are applying? _____

YOUR WORK EXPERIENCE

Beginning with your present or most recent employer, describe your employment experiences below:

Are you presently employed? Yes No
Are you on layoff and subject to recall? Yes No If yes, to where? _____

1. Present or Last Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name and Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

May we contact your present employer at this time: Yes No

If "No," please explain: _____

2. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name and Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

3. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name and Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

4. Next Previous Employer: _____

Address: _____

Kind of Business: _____ Phone: _____

Starting Position: _____ Pay: \$ _____

Final Position: _____ Pay: \$ _____

Dates Employed: From: _____ To: _____ Name and Title of Supervisor: _____
month/year month/year

Description of Your Work and Responsibilities: _____

Reason for Leaving: _____

Will you receive a satisfactory reference from this employer? Yes No If "No," please explain: _____

Please use additional sheets as necessary for additional employment information.

PERSONAL INFORMATION

If you are hired, can you submit verification of your legal right to work in the United States (e.g., driver's license, passport, visa, green card)?

Yes No

Have you ever been discharged or asked to resign by an employer? Yes No If yes, please explain: _____

A record of criminal conviction will not necessarily be a bar to employment, since the Dealership will consider factors such as the position for which you are applying, the age and time of the offense, when it occurred, the nature and seriousness of the violation, and the evidence of rehabilitation in making any employment decision.

Have you ever been convicted of, plead guilty to, or charged with a crime, other than minor traffic violations (other than a matter that has been expunged or sealed)? Yes No If your answer is yes, please explain: _____

Do you have a valid driver's license? Yes No License number and state: _____

Have you had any accidents in the last five years? Yes No If yes, please give details: _____

Have you been cited for any moving violations in the last five years? Yes No

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

If yes, please explain: _____

YOUR MILITARY EXPERIENCE

Completing this section of the application is optional. Leave this area blank if you do not wish to answer.

Have you ever been in the United States Armed Services?

Yes No What branch? _____

Describe any skills you acquired in the Service that would be useful to the job for which you are applying: _____

YOUR REFERENCES

List the names of any professional references who have known you for at least three years. Please do not list relatives or employers.

1. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

2. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

3. Name: _____ Occupation: _____

Address: _____ City: _____ Phone: _____

Relationship to Applicant: _____

PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY BEFORE SIGNING AND INITIALING AFTER EACH PARAGRAPH

By signing below and initialing after each paragraph, I certify that I have read, understand and agree to each of the following statements:

All of the information I have supplied on this application is true, accurate and complete, to the best of my knowledge, and I have not knowingly withheld any information that, if known to the Dealership, would affect my application unfavorably. If I am hired by the Dealership, and if the Dealership discovers at any time during my employment that any of the statements or answers on this application are false, misleading or incomplete, I may be dismissed immediately from my job.

(Initial Here)

This employment application will be considered active for ninety (90) days from the date below. If I want to be considered for a job with the Dealership after this period of time I must fill out another application. If hired, I understand that this application becomes part of my official employment record. In consideration of my employment with the Dealership, I agree to abide by all the Dealership's rules and regulations.

(Initial Here)

If I am extended an offer of employment, I agree to submit to a medical examination that may include testing for drugs or alcohol prior to beginning work with the Dealership and I understand that any offer of employment is conditioned upon passing such medical examination and/or testing. I understand that if I am employed by the Dealership, I may be required, when job related and consistent with the Dealership's business needs, to undergo a medical examination. I further understand that I may be required to submit to an alcohol or drug test at any time.

(Initial Here)

I understand that nothing in this employment application creates a contract of employment between the Dealership and me. If I am hired by the Dealership, my employment and compensation are "at will," which means that my employment can be terminated, either by the Dealership or me, with or without cause, and with or without notice. I understand that no manager or supervisor has the authority to make any employment agreement with me, either orally or in writing, that is not an at-will agreement. Only the President of the Dealership has the authority to enter into an employment agreement with me for any specified period of time.

(Initial Here)

I agree to release to the Dealership or its designated agents, all medical information, including but not limited to files, reports, x-rays, evaluations and opinions held by medical personnel, to the extent such information is job-related and consistent with the Dealership's business needs, and agree to execute the necessary HIPAA-compliant release. I acknowledge that this is a general release and that if hired, it remains in effect for the duration of my employment.

(Initial Here)

In the event of my personal indebtedness to the Dealership, I authorize the Dealership to withhold from my wages such amounts as permitted by law to satisfy my obligation to the Dealership.

(Initial Here)

I give the Dealership my permission to conduct any investigation regarding the information contained in my employment application that the Dealership thinks is necessary to determine my qualifications for assuming a job with the Dealership. I give the Dealership my permission to contact any former employer, school, college or university, utility company, credit or finance bureau or office, any personal or professional reference, or any other appropriate source or individual for the purpose of gathering any information, personal or otherwise, that such sources may have about my character, general reputation, credit, education or employment record, and I give my consent to any such source to release to the Dealership whatever information they have about me. I also unconditionally release all named and unnamed sources from any and all liability which might result from furnishing any information about me.

(Initial Here)

In exchange for the Dealership considering my application, I agree that any claim or lawsuit I have now or in the future against the Dealership its subsidiaries, successors, assigns, managers, employees and/or agents must be filed by me within one year from the date of the act or omission that is the subject of my claim or lawsuit, or within the applicable statute of limitations, whichever time period is shorter. Thus, I expressly waive any statute of limitations period for any such claim or lawsuit longer than one year, regardless of the nature of the claim or action. As further consideration for these promises by me, the Dealership agrees to waive any statute of limitations period longer than one year from the date of the act or omission that is the subject of any claim or lawsuit it might file against me.

(Initial Here)

Date

Signature

BACKGROUND CHECK DISCLOSURE AND AUTHORIZATION FORM

In the interest of maintaining the safety and security of our customers, employees, and property, Truck Sales & Service, Inc. will order a "consumer report" (a background report) or "investigative consumer report" on you in connection with your employment application, and if you are hired, or if you already work for Truck Sales & Service, Inc., may order additional background reports on you for employment purposes.

The background check company, ADP Screening and Selection Services, will prepare the background report for Truck Sales & Service, Inc. ADP Screening and Selection Services is located at 301 Remington Street, Fort Collins, CO 80524, and can be reached by phone at 800-367-5933 or at their internet web site address www.adpselect.com.

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be ordered include but are not limited to: Social Security number verification; criminal, public, educational, and as appropriate, driving records checks; verification of prior employment; reference, licensing and certification checks; credit reports; drug testing results; and, if applicable, worker's compensation injuries. Worker's compensation information will only be requested in compliance with federal Americans with Disabilities Act and/or any other applicable federal, state, or local laws and only after a conditional job offer is made. Credit history will only be requested when permitted by law and where such information is substantially related to the duties and responsibilities of the position for which you are applying. The information may be obtained from private and public record sources, including personal interviews with your associates, friends, and neighbors. (An "investigative consumer report" is a background report that includes information from such personal interviews, except in California where that term means any background report that is not a credit report.) The nature and scope of the most common form of investigative consumer report is an investigation into your education and/or employment history conducted by ADP Screening and Selection Services or another outside organization.

You may request more information about the nature and scope of an investigative consumer report, in fany, by telephoning Truck Sales & Service, Inc. at 740-922-3412. A summary of your rights under the Fair Credit Reporting Act is also being provided to you with this form.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will find these rights summarized on [A Summary of Your Rights Under the Fair Credit Reporting Act](#).

AUTHORIZATION FOR BACKGROUND CHECKS

After carefully reading this Background Check Disclosure and Authorization form, I authorize Truck Sales & Service, Inc. to order my background report, including investigative consumer reports. I understand the Truck Sales & Service, Inc. may rely on this authorization to order additional background reports, including investigative consumer reports, during my employment without asking me for my authorization again as allowed by law.

I also authorize the following agencies and entities to disclose to ADP Screening and Selection Services and its agents all information about or concerning me, including but not limited to: my past or present employers; learning institutions, including colleges and universities; law enforcement and all other federal, state and local agencies; if applicable, worker's compensation injuries; all other private and public sector repositories of information; and any other person, organization, or agency with any information about or concerning me. Worker's compensation information will only be requested in compliance with federal Americans with Disabilities Ace and/or any other applicable federal, state, or local laws and only after a condition job offer is made. The information concerning my employment history, earning history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses, and substance abuse testing.

I agree Truck Sales & Service, Inc. may rely on this authorization to order background reports, including investigative consumer reports, from companies other than ADP Screening and Selection Services without asking me for my authorization again as allowed by law. I also agree that a copy of this form is valid like the signed original. I certify that all of the personal information I provided is true and correct.

Last Name: _____ First: _____ Middle: _____

Maiden/Other Names: _____ Years Used: _____

Signature: _____

Date: ____/____/____

BACKGROUND CHECK INFORMATION:

The information requested below is collected solely for the purpose of aiding Truck Sales & Service, Inc. in running a background check in connection with your application for employment. The employer is requesting that you provide this information to assist in conducting a thorough background check.

First Name: _____ Middle Name: _____ Last Name: _____

Date of Birth: ____/____/____ (Month/Day/Year)

Social Security Number: _____

Driver's License Number: _____ State Issuing License: _____

Enter Any Other Names Used (including maiden names):

First Name: _____ Middle Name: _____ Last Name: _____

First Name: _____ Middle Name: _____ Last Name: _____

First Name: _____ Middle Name: _____ Last Name: _____

Addresses Within The Past Seven Years (use a separate sheet as needed)

Present Street Address: _____

City/State/ZIP: _____

Prior Street Address: _____

From: ____/____/____ (Month/Day/Year)

To: ____/____/____ (Month/Day/Year)

City/State/ZIP: _____

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go**

to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer report agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nation specialty consumer reporting agencies.

See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transaction, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.com/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local protection agency or your state Attorney General. For information about your federal right, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p>b. Such affiliates that are not banks, saving associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (Other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insure state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box # 11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carries</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1920</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8th Floor Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357</p>