



APPLICATION FOR EMPLOYMENT

Thank you for your interest in becoming an employee of Capital Tractor, Inc. Capital Tractor, Inc is an equal opportunity employer. All applicants will be considered without regard to age, race, nationality, religion, disability, sex or other protected status in accordance with applicable federal and state equal employment opportunity laws. Title I of the Americans with Disabilities Act of 1990 requires an employer to provide reasonable accommodation to qualified individuals with disabilities who are employees or applicants for employment, unless to do so would cause undue hardship.

PERSONAL INFORMATION

Incomplete information could disqualify you from further consideration. Please complete all fields legibly.

Name: _____ Date: _____

Address: _____

E-mail Address: _____

Home Telephone: _____ Mobile Telephone: _____

Are you legally eligible to work in the U.S? Yes No

Driver's License # and Issuing State: _____

DOT # (if applicable for position applying for. If not, list N/A): _____

Are you at least 18 years or older? (If no, you may be required to provide authorization to work.) Yes No

Have you ever been terminated from employment or asked to resign by an employer? Yes No

Are you currently employed? Yes No May we contact your present employer? Yes No

If yes, give name of current supervisor: _____.

Please provide company name and telephone number: _____

Are you able to perform the essential functions of the job for which you are applying, with or without a reasonable accommodation? Yes No

EMPLOYMENT DESIRED

Date available for employment: _____ Hourly rate/salary desired: _____

Position desired: _____

EMPLOYMENT HISTORY Include your last seven (7) years of employment history, including commercial motor vehicle operation. Attach a separate sheet if necessary.

Employer: _____ Supervisor: _____

Address: _____ Position: _____

Phone #: _____ Employed from _____ to _____ (Mo/Yr)

Salary: (Start/End) _____ Duties: _____

What did you like most about your job: _____

Reason for Leaving: _____

Employer: _____ Supervisor: _____

Address: _____ Position: _____

Phone #: _____ Employed from _____ to _____ (Mo/Yr)

Salary: (Start/End) _____ Duties: _____

What did you like most about your job: _____

Reason for Leaving: _____

Employer: _____ Supervisor: _____

Address: _____ Position: _____

Phone #: _____ Employed from _____ to _____ (Mo/Yr)

Salary: (Start/End) _____ Duties: _____

What did you like most about your job: _____

Reason for Leaving: _____

Do you have any special skills, experience and/or training that would enhance your ability to perform the position applied for? If yes, explain. _____

EDUCATION

	School Name	Grades Completed	Course of Study
High School:	_____	_____	_____
College:	_____	_____	_____
Graduate:	_____	_____	_____

REFERENCES

Give the names of three (3) non-relatives who are familiar with your qualifications, work history and ability.

Name	Occupation/Relationship	Years Known	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

REFERRAL SOURCE

How did you hear about us? _____

Do you know anyone who works for our company? ___Yes ___No

If yes, who? _____

Please read carefully before signing.

I certify that all answers and statements I have made on this application are true and complete without omissions. By signing below, I authorize Capital Tractor to investigate all statements contained in this employment application as they may deem necessary in arriving at an employment decision. I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require a completed I-9 Form. I understand that falsification of any kind provided above may result in disqualification of employment or immediate termination if employed. I authorize any of the persons or organizations named in this application to give you complete information and records regarding my employment, education, character and qualifications. I understand this application is not an offer of employment and no promises or representations of employment have been made to me at this time.

Signature: _____ Date: _____