

**PLEASE PRINT ALL INFORMATION**

**IMPORTANT: Complete this Pre-Employment Application only after reading the notice to applicants.**

Applicant Name (Last, First, Middle)

**Pre-Employment Application**

**NOTICE TO APPLICANTS**

**Equal Employment Opportunity**

Carolina Freightliner of Raleigh (the dealership) is an Equal Opportunity Employer, and does not discriminate against applicants or employees on the basis of race, color, sex, religion, marital status, national origin, age, veteran status, or physical or mental handicap. The policy of nondiscrimination extends to all terms, conditions, and privileges of employment and to all personnel actions.

**About Your Pre-Employment Application**

The receipt of this application does not mean that this dealership presently has job openings, and does not obligate the dealership in any way.

**How to Proceed**

Human Resources will be pleased to answer any questions you may have about this Pre-Employment Application. Please read the entire Pre-Employment Application form before attempting to complete it. If you wish to proceed, please print your name in the box at the top of this page. Then complete the balance of this application.

We sincerely appreciate your interest in applying for employment with Carolina Freightliner of Raleigh.

*The Management*

**PRE-EMPLOYMENT APPLICATION – PLEASE PRINT**

<b>BASIC INFO</b>	Last Name/First Name/Middle Name _____		E-mail Address _____	
	Street Address _____		Telephone Number _____	
	City _____	State _____	Zip Code _____	

<b>PRELIMINARY QUESTIONNAIRE</b>	Are you a U.S. citizen or otherwise authorized to work in the U.S.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are you over the age of 18?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Type(s) of work desired:	_____	
	Are you looking for full-time or part-time work?	Full-Time <input type="checkbox"/>	Part-Time <input type="checkbox"/>
	Will you work any shift?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	If not, please specify the hours/shifts you will work:	_____	
	Are you willing to work overtime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Are you willing to work weekends?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Do you have transportation to work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Date you are available to begin work:	_____	
<i>Complete the following only if applying for a position which involves business use of a motor vehicle:</i>			
Are you licensed to drive a vehicle?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Driver's License:	Issuing State: _____	Number: _____	
Number of point violations currently on license:	_____		
Number of reported accidents within the last 3 years:	_____		

<b>EDUCATION HISTORY</b>	Type of School	Name/Address	Major/Degree	Years Completed	Did you Graduate?	
	High School	_____	_____	_____	_____	YES NO
		_____	_____	_____	_____	YES NO
	College	_____	_____	_____	_____	YES NO
		_____	_____	_____	_____	YES NO
Trade/ Business	_____	_____	_____	_____	YES NO	
	_____	_____	_____	_____	YES NO	

**PRE-EMPLOYMENT APPLICATION – PLEASE PRINT**

**Current and Former Employers**

List below all current and former employers, beginning with the most recent. Account for ALL periods between jobs. Include U.S. Military service (branch of service, dates of duty, rank at discharge, and whether honorable or dishonorable discharge). Attach separate sheets if necessary.

EMPLOYMENT HISTORY	Employment Dates	Employer Name/ Location	Supervisor/ Phone Number	Position (Type of Work)	Earnings (Month/ Year)	Permission to contact?	
	FROM:					YES NO	
	TO:		( )				
	Reason for leaving:						
	FROM:					YES NO	
	TO:		( )				
	Reason for leaving:						
	FROM:					YES NO	
	TO:		( )				
	Reason for leaving:						
FROM:					YES NO		
TO:		( )					
Reason for leaving:							
FROM:					YES NO		
TO:		( )					
Reason for leaving:							

OTHER EXPERIENCE	<p>List any other skills/qualifications which you feel would especially qualify you for the type or work desired (e.g. computer skills, specialized training, significant accomplishments):</p>
	<p>Describe any educational courses or programs you are currently enrolled in, and indicate an expected completion date:</p>
	<p>List other work experience and/or skills, knowledge, talents, business licenses, or other job related experience not covered on this application elsewhere:</p>
	<p>Are there any additional comments which you feel would be pertinent to your application (such as hobbies, scholastic/other honors, fluency in a foreign language)? If so, describe below:</p>

## PRE-EMPLOYMENT APPLICATION – PLEASE PRINT

**Please read the following before signing this application.**

### **Applicant Response**

I represent that my responses set forth in this Application are truthful, accurate and complete. Any and all false or inaccurate statements made by me in this Application or otherwise during the employment evaluation process shall be grounds both for rejecting my Application for employment and, should I be hired by the dealership, termination of employment.

### **References**

I authorize the dealership to contact educational institutions and employers designated in the Application for purposes of verification and investigation of my educational and employment background and performance. Such individuals and organizations are authorized to release such information as may be requested by the dealership representatives. I understand that an unsatisfactory reference shall be grounds for rejecting my Application for employment, and should I be hired by the dealership, termination of my employment.

Prospective employees covered under DOT regulations have the following rights:

- The right to review information provided by previous employers
- The right to have errors in the information corrected by the previous employer and for that previous employer to re-send the corrected information to Carolina Freightliner of Raleigh.
- The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and I cannot agree on the accuracy of the information.

### **Non-binding Application and Interview Process**

Submission of this Application does not entitle me to be interviewed by the dealership. Further, nothing in this Application or in the employment evaluation process shall be construed as either an offer of employment or an obligation on the part of the dealership to provide any benefit to me.

### **Duration of this Application**

This Application shall be pending, until withdrawn by me, until the dealership makes a decision on whether or not to hire me or until the 30th day after submission of this Application to the dealership, whichever occurs first. If no action is taken on my Application within the 30-day period, I understand that I must re-apply to the dealership in order to be considered for employment.

### **Employment-at-Will:**

All dealership employees are employees at will, which means that both dealership and its employees are free to terminate the employment relationship at any time and at the sole discretion of either party. I understand that no dealership supervisor or other employee has the authority to alter the nature of this employment relationship.

### **Compliance with Dealership Rules and Policies**

Should I be employed at the dealership, I agree to comply with any and all employment rules and dealership policies.

**By signing below, I certify that I have read and fully understand the above.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print