

Have you ever been convicted of a felony?

YES

NO

(Conviction will not necessarily disqualify applicant from employment.)

If yes, please explain _____

Do you have any current obligation as a result of conditions of probation or parole?

YES

NO

If yes, please explain _____

List all languages for which you can speak, read, and/or write. _____

Give three business references who are not related to you.

Person's Name	Business Name	Relationship	Daytime telephone(s)

Education

High School or GED completed: YES NO If no, give highest grade completed. _____

Colleges, Universities or Trade Schools attended:

Name of School City/State	Dates Attended	Did you graduate?	Name of Degree/Certification Completed	Field of Study

List any professional licenses or certifications, special certificates, skills, and/or qualifications (welding, CPR, first aid, computer skills, etc.) that apply: _____

Skills	Months/Years	Type Equipment	Licenses Held and License Numbers
Electric Motor Repair			
Transformer Repair			
Electrical Contracting			
Industrial Electronics			
Air Compressor Repair			
Machine Shop			
Automotive			
Other			

Can you read and work with blueprints? YES NO

Do you own a complete set of tools? YES NO

MILITARY SERVICE

Branch	Training/Experience	Induction Date	Separation Date

This company is a Drug-Free work place. You will be required to submit to drug/alcohol testing. Would you be willing to submit to drug/alcohol testing?

YES

NO

DOT Applicants only –

Have you ever tested positive or refused to test for controlled substances or alcohol

1. For an employer for which you applied, but did not start work?

YES

NO

2. For any employer for which you worked in the last 2 years?

YES

NO

If yes, please explain

If yes, can you provide/obtain proof that you've successfully completed the DOT return to duties requirements?

YES

NO

Applicant Statement

I certify that I, the applicant, completed this application and that all entries on it and information on it are true and completed to the best of my knowledge.

I authorize investigation of all statements contained in this application for as may be necessary to arrive at a hiring decision and I agree to release all parties providing pertinent information from any and all liability from any damages which may result from the furnishings of such information. I understand that all job offers are contingent upon receipt of appropriate results of all background checks.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract. I also understand that this company is an "at-will" employer and employees can be terminated at any time, with or without cause, and with or without notice. I also understand that no employment with this company is for a fixed or definite term. The only exception to this policy is a written employment agreement approved at the discretion of a Brandon and Clark Officer.

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 that all employees are required to abide by all rules and regulations of the company.

For Driver applicants:

I understand that the information I provide regarding current and/or previous employers may be used, and those employers will be contacted, for the purpose of investigating my safety performance and drug/alcohol history as required by §49 CFR 391.21. Drivers have the right to review and seek correction for these employment history records.

Signature of Applicant

Date

Applicants are encouraged to also submit attachments such as cover letters, resumes, letters of recommendation, copies of certifications, or other job related information.

APPLICATIONS CAN BE MAILED TO: BRANDON AND CLARK, INC., HUMAN RESOURCES, 3623 I-27, LUBBOCK, TEXAS 79404

AUTHORIZATION FOR BACKGROUND CHECKS

Brandon and Clark, Inc. may conduct a background checks which includes previous employment history, criminal history, driving record and other reviews deemed necessary by Brandon and Clark to make hiring and retention decisions. Your written authorization is necessary for completion of the applications process or to fulfill requirements of your current or future position. Please read and sign this form in the space provided below.

AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION

I hereby authorize Brandon and Clark, Inc. to investigate my background and qualifications for purposes of evaluating my qualifications for the position for which I am applying. I understand that Brandon and Clark, Inc. may utilize outside firms to assist in checking such information and I specifically authorize such an investigation by outside companies chosen by Brandon and Clark or conducted directly by Brandon and Clark representatives.

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 may not be processed further.

If I become an employee of Brandon and Clark, I understand that I must allow company representatives to do continuing review of issues that affect my qualifications for the position I hold or transfer to.

I agree that a copy of this authorization has the same effect as the original.

If I am applying for a position regulated by DOT (Department of Transportation), I will abide by all requirements of DOT.

Furthermore, if hired by Brandon and Clark, I agree that this release remains in effect for the duration of my employment.

Signature

Date

Printed Name

Email Address

Phone Number

SUPPLEMENTAL INFORMATION
COMPLETE ONLY IF YOU ARE APPLYING AS A DRIVER FOR THE COMPANY

Applicant Name _____ **Date of Birth** _____

List all your addresses for the last 3 years.

ACCIDENT RECORD for the last 3 years (attach sheet if more space is needed). If none, write NONE.

Dates	Nature of Accident (Head-on, rear-end, upset, etc)	Fatalities	Injuries	Hazardous Material Spill
Last Accident:				
Next Previous:				
Next Previous:				

TRAFFIC CONVICTIONS OR FORFIETED BOND OR COLLATERAL SUSPENSIONS for the past 3 years (other than parking violations). If none, write NONE. Attach additional sheet if needed.

Location	Date	Charge	Penalty

EXPERIENCE AND QUALIFICATIONS – Drivers: List all driver licenses or permits held in the **past 3 years**.

Driver Licenses	State	License Number	Type	Expiration Date

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES NO

B. Has any license, permit or privilege ever been suspended or revoked? YES NO

If the answer to either A or B is yes, give details _____

Driving Experience (check yes or no)

Class of Equipment	Circle Type of Equipment	Dates From (M/Y) To (Y/M)	Approx number of Miles (total)
Straight Truck <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump Refer)		
Tractor and Semi-Trailer <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump Refer)		
Tractor – two trailers <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump Refer)		
Tractor – Three trailers <input type="checkbox"/> YES <input type="checkbox"/> NO	(Van, Tank, Flat, Dump Refer)		
Other:			

List States operated in for last five (5) years: _____

List special equipment or technical materials you can work with (other than those already shown):
