

# Application for Employment

*Our policy is to provide equal employment opportunity to all qualified persons without regard to race, color, creed, gender, gender identity or expression, religion, veteran status, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics or genetic information, sexual orientation, or any other consideration made unlawful by federal, state, or local laws.*

Date: \_\_\_\_\_

Company Name:	<b>Petrol Transport, Inc.</b>		
Address:	5502 S Granite Rd		
City:	Bakersfield	State:	CA Zip Code: 93308

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MI: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Social Security # \_\_\_\_\_

- If at the above residence less than three years, list below all residences for the past three years. Attach a separate sheet if necessary.*

Street	City	State	Zip Code
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Street	City	State	Zip Code
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**Driver Experience & Qualification – Answer the questions in this section only if applying for a driver position. Drivers Licenses held in the past 3 years must be shown.**

State	License #	Class	Endorsement (s)	Expiration Date

## Driver Experience & Qualification (Con't.)

1. Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes        No
2. Has any license, permit, or privilege ever been suspended or revoked? Yes        No
3. Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations? Yes        No         
If you answered "Yes" to 1, 2, or 3 please explain: (Attach a separate statement if necessary)

## Driving Experience

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates		Approx. Total Mileage
		Begin	End	

List states operated in during the last five years: \_\_\_\_\_

List special courses or training that will help you as a driver: \_\_\_\_\_

List driving awards held and who awards were presented by: \_\_\_\_\_

## Accident Review for past 3 years (Attach a separate sheet of paper if more space is needed)

Dates	Nature of Accident (Head on, Rear End, Overturn, etc.)	Fatalities	Injuries	Fault Yes/No

## Traffic Convictions & Forfeitures for the past 3 years

Location	Date	Charge	Penalty

Position applied for: \_\_\_\_\_

How did you hear of this opening? \_\_\_\_\_

When can you start? \_\_\_\_\_ Desired Wage \$ \_\_\_\_\_

Are you a U.S. citizen, or otherwise authorized to work in the U.S. on an unrestricted basis?  
(You may be required to provide documentation)

Are you looking for full-time employment? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, what hours are you available? \_\_\_\_\_

Are you willing to work swing shift? Yes \_\_\_\_\_ No \_\_\_\_\_

Are you willing to work graveyard? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been convicted of a felony? (This will not necessarily affect your application)

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe conditions: \_\_\_\_\_

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Have you ever been bonded? \_\_\_\_\_ Name of bonding company: \_\_\_\_\_  
(Answer if only a job requirement)

## Education

School Name & Location	Year	Major	Degree
High School: _____	-	-	-
College: _____	-	-	-
Post College: _____	-	-	-
Other Training: _____	-	-	-

In addition to your work history, are there other skills, qualifications, or experience that we should consider?

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## **Employment History - For the last 10 years** (Start with the most recent employer)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (      )

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (      )

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (      )

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

## Employment History (Con't.)

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Date Started: \_\_\_\_\_ Starting Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Date Ended: \_\_\_\_\_ Ending Wage: \_\_\_\_\_ Position: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_

May we contact? Yes \_\_\_\_\_ No \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

**Attach additional information if necessary.**

## Emergency Contact Information

**In case of emergency, please notify:**

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Secondary Contact:

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## Please Read Before Signing:

I certify that the facts set forth in this application for employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements on this application shall be considered sufficient cause for dismissal. This company is hereby authorized to make any investigations of my prior educational & employment history.

I authorize my previous employers, schools, or persons listed as references to give any information regarding employment or educational record. I agree that this company and my previous employers will not be held liable in any respect if a job offer is not extended, or is withdrawn, or employment is terminated because of false statements, omissions, or answers made by myself on this application. In the event of any employment with this company, I will comply with all rules & regulations as set by the company in any communication distributed to the employees.

In compliance with the Immigration Reform and Control Act of 1986, I understand that I am required to provide approved documentation to the company that verifies my right to work in the United States on the first day of employment. I have received from the company a list of approved documents that are required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: Petrol Transport, Inc.

## FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of Section 604 (b)(2)(A) of the Fair Credit Reporting Act, Public law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter 1, of Public Law 104-208, you are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.

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Applicant Signature

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Date

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Print Name

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Social Security Number

## TERMS OF EMPLOYMENT

**By signing this agreement, I accept all terms and conditions including that I agree to reimburse my employer for any pre-employment costs, i.e. drug screens, physicals and background check, if I do not successfully complete my probationary period of 90 days.**

**Employee Signature:**\_\_\_\_\_

**Print Name:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## CA Release for Background for Petrol Transport Inc.

I understand that Petrol Transport Inc. may obtain from Centralize HR, 4900 California Ave Ste 210B, Bakersfield, CA 93309, (661)377-2032, an investigative consumer report (background screening) that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that Petrol Transport Inc. or its authorized agent, Centralize HR, may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with Petrol Transport Inc. consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with Petrol Transport Inc., and give my full consent for this information to be obtained. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.

I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, or any employer contacted by Petrol Transport Inc. or our authorized agents, to furnish the information described in Section I.

I understand that the consumer report will be performed after a conditional offer of hire is extended. I also understand that no compensation history will be requested from previous or existing employers. I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A Summary of Your Rights Under the Fair Credit Reporting Act.

I understand that if I am a resident of California, I may obtain a free copy of the report, and now indicate my desire to do so:

I request to receive a free copy of this report by checking this box. Mail (3-5 days)/email (immediate):

Mail or Email address to send report copy to:

**NOTICE TO CALIFORNIA CANDIDATES:** Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Centralize HR during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services, by appearing at Centralize HR in person or by mail. You may also receive a summary of the file by telephone. The agency is required to have personnel available to explain your file to you and the agency must explain to you any coded information appearing in your file. If you appear in person, a person of your choice may attend with you, provided that this person furnishes proper identification.

### **APPLICANT – PLEASE FULLY & LEGIBLY COMPLETE THE FOLLOWING:**

Signature

Today's Date

Print Name: First

Middle

Last

Maiden/Aliases

Current Address:

Number & Street Name

City

(State/Zip)

Previous Address:

Number & Street Name

City

(State/Zip)

Month & Day of Birth

Social Security Number

Driver's/ID License Number

State

Name as it appears on License

Although every effort has been made to assure accuracy, Centralize HR cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Centralize HR LLC has a policy that requires purchasers of these reports to have signed a User Agreement. This assures Centralize HR that users are familiar with and will abide by their obligations, as stated in the ICRAA to the individuals named in these reports. If information contained in this report is disputed by the applicant and responsible for the suspension or termination of an employee or the application process, have the candidate/employee contact Centralize HR, 4900 California Ave Ste 210B, Bakersfield, CA 93309; phone: 661.377.2032; email: [Jcox@CentralizeHR.com](mailto:Jcox@CentralizeHR.com)

**Personal Information Disclosure: No personal information will be transferred to 3<sup>rd</sup> parties outside of the United States or its territories during or after completion of this investigation.**

**Return this form to Petrol Transport Inc.**

## FCRA Pre-Employment Background Release for Petrol Transport Inc.

- I. I understand that a consumer report (background screening) may be generated on me that may include information as to my character, general reputation, personal characteristics, or mode of living; work habits, performance or experience, along with reasons for termination of past employment/professional license or credentials; financial/credit history; or criminal/civil/driving record history. I understand that Petrol Transport Inc. or its authorized agent, Centralize HR, may be requesting information from public and private sources about any of the information noted earlier in this paragraph in connection with consideration of me for employment, promotion or position re-assignment or contract now, or at any time during my tenure with Petrol Transport Inc., and give my full consent for this information to be obtained.
- II. I acknowledge that a telephonic facsimile (FAX) or photographic copy of this release shall be as valid as the original. This release is valid for most federal, state and county agencies.
- III. I hereby authorize, without reservation, any financial institution, law enforcement agency, information service bureau, school, or any employer contacted by our authorized agents, to furnish the information described in Section I.
- IV. I understand that the consumer report will be performed after a conditional offer of hire is extended. I also understand that no compensation history will be requested from previous or existing employers.
- V. I acknowledge receipt of a copy of the Consumer Financial Protection Bureau's "A Summary of Rights".

### **APPLICANT – PLEASE FULLY & LEGIBLY COMPLETE THE FOLLOWING:**

<b>Signature</b>		<b>Today's Date</b>	
Print Name: First	Middle	Last	Maiden/Aliases
Current Address: <b>Number &amp; Street Name</b>		<b>City</b>	<b>(State/Zip)</b>
Previous Address: <b>Number &amp; Street Name</b>		<b>City</b>	<b>(State/Zip)</b>
Previous Address: <b>Number &amp; Street Name</b>		<b>City</b>	<b>(State/Zip)</b>
<b>Month &amp; Day of Birth</b>		<b>Social Security Number</b>	
Driver's/ID License Number	State	Name as it appears on License	

**FAIR CREDIT REPORTING ACT NOTICE:** In accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI), this information may only be used to verify a statement(s) made by an individual in connection with legitimate business needs. The depth of information available varies from state to state. Status of updates are available on request. Although every effort has been made to assure accuracy, Centralize HR cannot act as guarantor of information accuracy or completeness. Final verification of an individual's identity and proper use of report contents are the user's responsibility. Our authorized agent, Centralize HR, has a policy that requires purchasers of these reports to have signed a User Agreement. This assures Centralize HR that users are familiar with and will abide by their obligations, as stated in the **FCRA**, to the individuals named in these reports. If information contained in this report is responsible for the suspension or termination of an employee or the application process, have the candidate/employee contact Centralize HR, 4900 California Ave Ste 210B Bakersfield, CA 93309; phone: 661.377.2032; email: [Jcox@centralizehr.com](mailto:Jcox@centralizehr.com)

**Personal Information Disclosure:** *No personal information will be transferred to 3<sup>rd</sup> parties outside of the United States or its territories during or after completion of this investigation.*

**Return this form to Petrol Transport Inc.**

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://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 FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://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 reporting 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 nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://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 transactions, 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.gov/learnmore](http://www.consumerfinance.gov/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](http://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 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

#### **CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE**

**You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization.** The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **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](http://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 consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<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, savings 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 600 Pennsylvania Avenue, N.W. 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 insured 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 Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357