

OFFICE EXPERIENCE

List all office equipment you have utilized: _____

List special courses or training that will help you as an office assistant? _____

List three (3) references (that are not related to you) that we can contact:

1) Name: _____ How many years have you know this person? _____

Address: _____

Phone Number: _____ e-mail address _____

2) Name: _____ How many years have you know this person? _____

Address: _____

Phone Number: _____ e-mail address _____

3) Name: _____ How many years have you know this person? _____

Address: _____

Phone Number: _____ e-mail address _____

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS OTHER THAN PARKING VIOLATIONS

LOCATION	DATE	CHARGE	PENALTY

TO BE READ AND SIGNED BY APPLICANT

It is agreed and understood that any misrepresentations of information given above shall be considered an act of dishonesty.

It is agreed and understood that the lessor or his agents may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not, and applicant releases lessor and persons named herein from all liability for any damages on account of his furnishing such information.

I agree to furnish such additional information and complete such examinations as may be required to complete my qualification file.

It is agreed and understood that this application for lease in no way obligates the lessor to lease to me and it is understood that if approved, I may be on a probationary period during which I may be discharged without recourse.

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge.

Date

Applicant's Signature



REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER

I hereby authorize you to release the following information, including drug-testing conformity with 49 C.F.R. part 40, results to OnlineTransport, Inc. for purposes of investigation as required by sections 391.23, 390.5, 382.405, 382.413 and 382.401 of Federal Motor Carrier Safety Regulations. You are released from any and all liability, which may result from furnishing such information. You may use USIS/DAC to obtain information.

In connection with your employment or application for employment (including contract for services), consumer reports may be requested from USIS Commercial Services ("USIS"). These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, and drug/alcohol use. Such reports may contain public record information concerning your driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state, and other agencies which maintain such records: as well as information from USIS concerning previous driving record requests made by others from such state agencies and state provided driving records.

You have the right to make a request to USIS, upon proper identification, to request the nature and substance of all information in its' files on you at the time of your request, including the sources of information and the recipients of any reports on you that USIS has previously furnished within the three year period preceding your request. USIS may be contacted by mail at PO Box 33181, Tulsa, OK 74153 or by phone at (800) 381-0645.

Date

Applicant's Signature

Printed Name

6311 Stoner Drive, Greenfield, IN 46140
Toll Free 1-866-543-1234 X138 Recruiting Fax 317-891-6183
www.onlinetransport.com

ADDITIONAL EMPLOYMENT RECORD INFORMATION

(note: D.O.T. requires that employment for at least 10 years be shown)

SIXTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

SEVENTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

EIGHTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

NINTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

TENTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

ELEVENTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____

TWELFTH LAST EMPLOYER: NAME: _____ PHONE: _____

ADDRESS: _____

POSITION HELD: _____ FROM: _____ TO: _____ SALARY: _____

DUTIES PERFORMED: _____