

WDC

WAYNE DAVIS CONCRETE

10 Wayne Davis Drive • Tallapoosa, GA 30176

An Equal Opportunity Employer

To Applicants: We deeply appreciate your interest in our organization and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible future upgrading. PLEASE ANSWER ALL QUESTIONS ON THIS APPLICATION; PUT N/A NEXT TO THOSE QUESTIONS THAT ARE NOT APPLICABLE. PLEASE PRINT PLAINLY.

Name (print) _____ Social Security No. _____
FIRST INITIAL LAST

Telephone No. _____

Present Address _____ How long have you lived there? _____
NO. STREET CITY & STATE ZIP

Previous Address _____ How long did you live there? _____
NO. STREET CITY & STATE ZIP

Position Desired _____ Date Available _____ Salary Desired _____

Do you want work Full time or Part time. Specify day and hours if part time. _____

GENERAL

If hired, can you provide proof that you are legally entitled to work in the U.S.? ___ Yes ___ No

Have you ever worked for this Company before? ___ Yes ___ No If yes, where _____ Dates: From: _____ to _____

Position: _____ Reason for leaving: _____

Do you have any friends or relatives working here? ___ Yes ___ No If yes, Name: _____ Relationship: _____

Who referred you? _____

How would you get to and from work? _____

Do you have any commitments to any other employer which may affect your employment? _____ If yes, explain: _____

Do you have any limitations which would prevent you from performing specific kinds of work or specific work schedules? _____

If yes, describe _____

Have you ever been convicted of having committed a felony? ___ Yes ___ No If yes, explain _____

Have you ever been convicted of having committed a misdemeanor? ___ Yes ___ No If yes, explain _____

If yes, please explain fully on a separate sheet of paper. Conviction of a crime is not an automatic bar to employment — all circumstances will be considered.

Have you ever been bonded before? _____ Name of Company you worked for when bonded _____

Name of Company which bonded you _____ Have you ever been rejected by a Bonding Company? _____

If yes, give name of Company _____ Have you ever been discharged from any position? _____

If yes, give particulars _____

EMPLOYMENT RECORD

The U.S. Department of Transportation requires that driver applicants show all employment for the past three years. Effective July, 1987 they must also show commercial driver employment for the seven years immediately preceding this three year period. § 391.21 (b) (10), (11)

EMPLOYMENT HISTORY, Beginning with your immediate past employment. (Give reason for lapse of time where a period of termination of one place does not fit into the next place of employment.) Attach a separate sheet if necessary.

DATES		NAME AND ADDRESS OF EMPLOYER	RATE OF PAY		SUPERVISOR'S NAME AND TITLE
FROM	TO		START	FINISH	
KIND OF BUSINESS			REASON FOR LEAVING		
DESCRIBE IN DETAIL THE WORK YOU DID.					

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FROM	TO		START	FINISH	
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DESCRIBE IN DETAIL THE WORK YOU DID.					

May we contact the employers above? _____ If not, indicate below which one(s) you do not wish us to contact. _____

DRIVER EXPERIENCE & QUALIFICATION

Answer the questions in this section only if applying for driver position

Date of Birth _____ The U.S. Department of Transportation requires that driver applicants state their date of birth § 391.21 (b)(2)
(month/day/year)

Drivers License No. _____ Type _____ State _____

Social Security No. _____

PHYSICAL HISTORY

The U.S. Department of Transportation requires that all driver applicants pass certain physical tests before they are hired to drive a motor carrier. FMCSR§391 Subpart E.

Date of last Department of Transportation prescribed physical examination _____

Have you ever been granted a waiver under section 391.49 of the Federal Motor Carrier Safety Regulations pertaining to the loss of foot, leg, hand or arm? Yes _____ No _____

Licenses

Driver Licenses held in past 3 years must be shown.	State	License No.	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 _____

C. Have you ever been disqualified for violations of the Federal Motor Carrier Safety Regulations? Yes _____ No _____

If you answered "yes" to A, B, C, attach a statement giving details. _____

Driving Experience

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	From	Dates To	Approximate Total Miles
Straight Truck				
Tractor and Semi-Trailer				
Twin Trailers				
Other				

List states operated in during last five years _____

List special courses or training that will help you as a driver _____

List safe driving awards held and who awards were presented by _____

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

Dates	Nature of Accident (Head-On, Rear-End, Upset, etc.)	Fatalities	Injuries
Last Accident			
Next Previous			
Next Previous			

Traffic Convictions and Forfeitures for the past 3 years other than parking violations

Location	Date	Charge	Penalty

MAINTENANCE EXPERIENCE & QUALIFICATIONS

List courses and training in maintenance work _____

Job Function

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Drive Line Components			Body Work		
Diesel Engine Tune-up and Rebuild			Electrical Repair		
Gas Engine Tune-up and Rebuild			Frame and Wheel Alignment		
Tire Service			Brakes		
Trailer Repair			Cooling System		
Air Conditioning			Inspections		
			General Car Repair		

Shop Equipment

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Electrical Diagnostic Equipment			Tire Servicing Machine		
			Wheel & Tire Balancing Machine		
Sheet Metal Equipment			Tire Recapping Mold		
Frame & Axle Straightening Equipment			Engine Dynamometer		
Engine Rebuilding Equipment			Chassis Dynamometer		
Diesel Injection Equipment			Magnetic Crack Detector		
Electric Welder			Engine Analyzer		
Oxyacetylene Welder			Noise Measuring Equipment		
Paint Spray Gun			Smoke Measuring Equipment		
Air Conditioning			Inspections		
			General Car Repair		

CLERICAL EXPERIENCE & QUALIFICATIONS

List courses and training in office work _____

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Formal Training (Check)	Years of Experience
Typing (wpm)			Dictating Machine	
Shorthand (wpm)			Bookkeeping Machine	
Billing			Switchboard Equipment (indicate type)	
Filing				
Computers (indicate software)			Tabulator	
Word Processing Equipment			Accounting	
Key Punch			OS & D	
Calculator			Interline	
Adding Machine			Claims	
Telecopier			Cashier	
Photocopier			Dispatcher	

Rates (indicate tariffs with which you have worked)

UNITED STATES MILITARY SERVICE RECORD: Have you ever served in the Armed Forces? _____ If yes, what branch _____

From _____ to _____ Rank _____ Service Serial No. _____

Type Discharge _____ Reserve or National Guard Status _____

EDUCATION

School Name	Years Completed: (Circle)	Diploma/Degree	Describe Course of Study or Major	Describe Specialized Training, Experience, Skills, and Extra-Curricular Activities
Elementary N/A	4 5 6 7 8			
High School N/A	9 10 11 12			
College/University N/A	1 2 3 4			
Graduate/Professional N/A	1 2 3 4			
Trade/Correspondence/Craft				
Other				

Are there any other experiences, skills or qualifications which you feel would especially fit you for work with the Company? _____

PERSONAL REFERENCES

Please list persons who know you well -- Not previous employers or relatives

Name	Occupation	Address (Street, City and State)	Telephone Number	Number of Years Known

APPLICANT'S STATEMENT

I understand that WAYNE DAVIS CONCRETE CO. is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, creed, national origin, sex, marital status, religion, handicap or disability, or any other category protected by law.

In making this application for employment, I understand that the Company may investigate my driving record and my criminal record and that an investigative consumer report may be made, whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry includes information as to my character, general reputation, personal characteristics, financial responsibility, and mode of living. I understand that I have a right to make a written request within a reasonable period of time to receive additional detailed information about the nature and scope of this investigative consumer report.

I authorize former and present employers, work and personal references listed in the application, and any other individuals I may name, to give WAYNE DAVIS CONCRETE CO. or its designee any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release such parties from all liability for any damages that may result from furnishing same to WAYNE DAVIS CONCRETE CO.

I understand that WAYNE DAVIS CONCRETE CO. reserves the right, to the extent permitted by law, to require a drug test or post-offer medical examination as a condition of employment or at any time thereafter. I hereby give my consent to any such test or examination. I consent to the release of the results of any such test or examination to WAYNE DAVIS CONCRETE CO.

I understand that this employment application and any other Company documents are not promises of employment. Should I be employed, I understand that my employment will be on a trial period for ninety (90) days from the date of my hiring. I further understand that, if I am employed, I can terminate my employment with or without cause and with or without notice, at any time, and that the Company has a similar right. I understand that no manager or representative of WAYNE DAVIS CONCRETE CO. has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except that a corporate officer may do so in writing.

The information given by me in this application is true and complete in all respects, and I agree that if the information is found to be false, misleading or unsatisfactory in any respect (in the exclusive judgment of the Company) that I will be disqualified from consideration for employment or subject to immediate dismissal if discovered after I am hired.

DO NOT SIGN UNTIL YOU HAVE READ AND UNDERSTAND THIS STATEMENT.

Date

Signature of Applicant

Note: Fully complete all inquiries. Failure to do so may result in disqualification.