

# Sundre Sand and Gravel, Inc.

6220 37th Ave SE; Minot, ND 58701  
Phone: 701-838-4455 Fax: 701-852-3809

## APPLICATION FOR EMPLOYMENT

NOTE: A motor carrier may require an applicant to provide information in addition to the requirements of 49CFR, Part 391.21(b) on the application form.

Date: \_\_\_/\_\_\_/\_\_\_ Position desired \_\_\_\_\_ Salary requirement \_\_\_\_\_

How were you referred to us? \_\_\_\_\_

Full Name: First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ How long? \_\_\_\_\_

Additional Addresses: (include all addresses for past 3 years) \_\_\_\_\_

Date available to start: \_\_\_/\_\_\_/\_\_\_ Type of employment desired: Full-time \_\_\_ Part time \_\_\_ Temp \_\_\_ Seasonal \_\_\_

Do you have a Medical Certificate? Yes \_\_\_ No \_\_\_ Do you have a Miner Certificate? Yes \_\_\_ No \_\_\_

Are you CPR/First Aid Certified? Yes \_\_\_ No \_\_\_ Can you travel if the job requires it? Yes \_\_\_ No \_\_\_

Are you a U.S. Citizen? \_\_\_\_\_ If not, are you legally allowed to work in the U.S.? \_\_\_\_\_

Have you ever worked for this company? \_\_\_ If yes, when? \_\_\_/\_\_\_/\_\_\_ If under 18, do you have a work permit? \_\_\_\_\_

If under 18, do you have a work permit? Yes \_\_\_ No \_\_\_ If yes, please attach a copy of the work permit

Have you ever pled "guilty", "no contest" or been convicted of a crime? \_\_\_\_\_

If yes, give dates and details: \_\_\_\_\_

Answering "yes" to the above does not constitute an automatic rejection from employment. Date, seriousness and nature of the violation, rehabilitation and position applied for will be taken into consideration.

Driver License information must be shown	State	License Number	Type	Expiration Date

### DRIVING EXPERIENCE

Class of Equipment	Describe the type of truck/trailer with which you have experience (Van, Tanker, Flatbed, Etc.)	Dates - Show to and from or skip to the next block & put in years of experience		Approximate number of miles or number of years operating this type of
		From	To	
Straight Truck				
Tractor; Semi-trailer				
Tractor; Doubles/triples				
Specialty Trailers				

### ACCIDENT RECORD (past 3 years)

Dates	Nature of accident (head-on, rear-end, rollover, etc.)	Fatalities	INJURIES
Last Accident			
Previous Accident			
Next Previous Accident			

↑ Attach additional sheets if more space is needed ↑

### TRAFFIC CONVICTION AND FORFEITURES (past 3 years; other than parking violations)

Date	Charge/Violation	Location	Penalty

↑ Attach additional sheets if more space is needed ↑

**FMCSA REQUIRES EMPLOYMENT FOR THE PAST 3 YEARS AND CMV EXPERIENCE FOR THE PAST 10 YEARS BE SHOWN**

**CURRENT/LAST EMPLOYER**

Name:		
Address:		Phone:
Position Held:	From:	To:
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____	
Was this position subject to DOT FMCSA Regulations? YES _____ NO _____		
Was this position designated as a Safety Sensitive Function under any DOT Agency, subject to the drug & alcohol testing requirements of 49CFR, Part 40? YES _____ NO _____		
Reason for Leaving:		

**PREVIOUS EMPLOYER**

Name:		
Address:		Phone:
Position Held:	From:	To:
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____	
Was this position subject to DOT FMCSA Regulations? YES _____ NO _____		
Was this position designated as a Safety Sensitive Function under any DOT Agency, subject to the drug & alcohol testing requirements of 49CFR, Part 40? YES _____ NO _____		
Reason for Leaving:		

**NEXT PREVIOUS EMPLOYER**

Name:		
Address:		Phone:
Position Held:	From:	To:
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____	
Was this position subject to DOT FMCSA Regulations? YES _____ NO _____		
Was this position designated as a Safety Sensitive Function under any DOT Agency, subject to the drug & alcohol testing requirements of 49CFR, Part 40? YES _____ NO _____		
Reason for Leaving:		

**NEXT PREVIOUS EMPLOYER**

Name:		
Address:		Phone:
Position Held:	From:	To:
Starting Salary: \$ _____ per _____	Ending Salary: \$ _____ per _____	
Was this position subject to DOT FMCSA Regulations? YES _____ NO _____		
Was this position designated as a Safety Sensitive Function under any DOT Agency, subject to the drug & alcohol testing requirements of 49CFR, Part 40? YES _____ NO _____		
Reason for Leaving:		

- 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. In the past 3 years have you failed or refused any DOT regulated drug or alcohol test? YES\* \_\_\_\_\_ NO \_\_\_\_\_

\* If you answered "YES" to either A or B above, you must attach a separate sheet giving details.

**EDUCATION**

	Name, City & State of School	Course of Study	Years Completed	Diploma/Degree
High School				
College				
Graduate/Professional				

**REFERENCES**

Name	Company	Address	Phone Number	Years Known

**SMOKING POLICY:**

Sundre Sand & Gravel prohibits smoking in the workplace.

**This Section For DOT Regulated Applicants only (CDL Drivers):**

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_

(i)(1)(i) The right to review information provided by previous employers;

(i)(1)(ii) 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 the prospective employer;

(i)(1)(iii) The right to have a rebuttal statement attached to the alleged erroneous information, if the previous employer and the driver cannot agree on the accuracy of the information.

(i)(2) Drivers who have previous Department of Transportation regulated employment history in the preceding three years, and wish to review previous employer-provided investigative information must submit a written request to the prospective employer, which may be done at any time, including when applying, or as late as 30 days after being employed or being notified of denial of employment. The prospective employer must provide this information to the applicant within five (5) business days of receiving the written request. If the prospective employer has not yet received the requested information from the previous employer(s), then the five-business days deadline will begin when the prospective employer receives the requested safety performance history information. If the driver has not arranged to pick up or receive the requested records within thirty (30) days of the prospective employer making them available, the prospective motor carrier may consider the driver to have waived his/her request to review the records.

**ALL APPLICANT'S MUST READ THE STATEMENT BELOW, THEN SIGN & DATE THE APPLICATION**

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

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

**NOTE: ATTACH ADDITIONAL SHEETS IF NEEDED; SIGN AND DATE EACH SHEET ATTACHED**

**NOTICE OF CONSUMER REPORT  
Pre-Adverse Action Notice**

Dear Applicant;

This is to inform you that as part of our procedure for processing your employment application and at any time during your employment, Sundre Sand and Gravel (hereafter referred to as The Employer) may obtain from a consumer reporting agency an investigative consumer report (background check) for employment purposes. In compliance with the Fair Credit Reporting Act, The reporting Agency, Northern Testing, 3108 S. Broadway, Suite E, Minot, ND 58701; will not obtain such a report without your signed authorization.

You understand that upon written request (within 60 days) to The Employer you will be informed whether an investigative consumer report was received and given full information as to the nature, scope and findings of the investigation. You understand that an investigative report is a report in which public and/or personal information may be obtained through personal interviews with known associates and public reporting agencies. Personal information can include, but is not limited to: Criminal & driving records, educational and employment, tests for illegal drugs, verifications, social security address trace, employment credit check, personal references, etc.

By signing below, you are authorizing The Employer to obtain an investigative consumer report as part of the pre-employment background screening process. If The Employer offers you employment, you authorize The Employer to obtain additional investigative reports and retain those reports on file for the duration of your employment or longer if required and/or allowed by law.

I hereby acknowledge that I have read the above disclosure statement and have understood it.

**WRITE LEGIBLY (NEATLY)!!**

Printed Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security Number \_\_\_\_\_ Drivers License # \_\_\_\_\_

Last Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Previous Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

**For DOT regulated employees: §391.25 Annual inquiry and review of driving record.**

- (a) Except as provided in subpart G of this part, each motor carrier shall, at least once every 12 months, make an inquiry into the driving record of each driver it employs, covering at least the preceding 12 months, to the appropriate agency of every State in which the driver held a commercial motor vehicle operator's license or permit during the time period.
- (b) Except as provided in subpart G of this part, each motor carrier shall, at least once every 12 months, review the driving record of each driver it employs to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive a commercial motor vehicle pursuant to §391.15.
  - (b)(1) The motor carrier must consider any evidence that the driver has violated any applicable Federal Motor Carrier Safety Regulations in this subchapter or Hazardous Materials Regulations (49 CFR chapter I, subchapter C).
  - (b)(2) The motor carrier must consider the driver's accident record and any evidence that the driver has violated laws governing the operation of motor vehicles, and must give great weight to violations, such as speeding, reckless driving, and operating while under the influence of alcohol or drugs, that indicate that the driver has exhibited a disregard for the safety of the public.
- (c) Recordkeeping. (1) A copy of the response from each State agency to the inquiry required by paragraph (a) of this section shall be maintained in the driver's qualification file.
  - (c)(2) A note, including the name of the person who performed the review of the driving record required by paragraph (b) of this section and the date of such review, shall be maintained in the driver's qualification file.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date