

EMPLOYMENT APPLICATION FOR CDL DRIVERS

Southside Fuel

707 Albany Avenue, Richmond, VA 23224

804.231.5798

Applicant Information (Please Print Clearly)

1). _____
(Date of Application)

2). _____
(Name) (Telephone Number)

3). _____
(Address)

4). _____
(Date of Birth) (Social Security Number)

5). List all addresses where you have lived over the previous three years. Include length of time at each address.

6). List the issuing State, number and expiration date of each unexpired commercial motor vehicle operator's license or permit that has been issued to you.

7). List each type of commercial motor vehicle you have operated and for how long.

8). List each motor vehicle accident in which you were involved during the past three years preceding the date of this application. Indicate the date, type of vehicle and circumstances of each accident and whether any personal injuries or fatalities were involved.

9). List all violations of motor vehicle laws or ordinances (other than parking violations) of which you were convicted, forfeited bond or collateral during the three years preceding the date of this application.

10). List each denial, revocation or suspension of any license, permit, or privilege to operate a motor vehicle that has been issued to you. Include a detailed explanation of the facts and circumstances for each denial, revocation or suspension.

11). List the names and addresses for each job at which you were employed during the last five years preceding the date of this application. Include your job description, date of employment, reason for leaving and whether you were subject to U.S. DOT's alcohol and controlled substances testing requirements and the Federal Motor Carrier Safety Regulations for each job listed.

(Employer Name) (Address)

(Contact Person) (Telephone Number) (Fax Number)

(Employed From) (Employed To) (Position Held)

(Salary / Wage) (Reason for Leaving) (Subject to DOT / FMC Regulations?)

(Employer Name) (Address)

(Contact Person) (Telephone Number) (Fax Number)

(Employed From) (Employed To) (Position Held)

(Salary / Wage) (Reason for Leaving) (Subject to DOT / FMC Regulations?)

(Employer Name) (Address)

(Contact Person) (Telephone Number) (Fax Number)

(Employed From) (Employed To) (Position Held)

(Salary / Wage) (Reason for Leaving) (Subject to DOT / FMC Regulations?)

_____		_____	
(Employer Name)		(Address)	
_____		_____	_____
(Contact Person)		(Telephone Number)	(Fax Number)
_____	_____	_____	
(Employed From)	(Employed To)	(Position Held)	
_____	_____	_____	
(Salary / Wage)	(Reason for Leaving)	(Subject to DOT / FMC Regulations?)	

_____		_____	
(Employer Name)		(Address)	
_____		_____	_____
(Contact Person)		(Telephone Number)	(Fax Number)
_____	_____	_____	
(Employed From)	(Employed To)	(Position Held)	
_____	_____	_____	
(Salary / Wage)	(Reason for Leaving)	(Subject to DOT / FMC Regulations?)	

YOUR RIGHTS REGARDING SAFETY PERFORMANCE HISTORY INFORMATION: The information you provided on this application may be used, and the applicant's prior employers may be contacted, for the purpose of investigating the applicant's safety performance history information. Pursuant to Federal Motor Carrier Safety Regulations 49 CFR Sec 391.23 (i) (1) you have the following rights with regard to the safety performance history information provided by your previous employers:

THE RIGHT TO REVIEW SAFETY PERFORMANCE RECORDS: You have the right to review the records provided by your previous employers. You must make your request in writing and submit it to your prospective employer no later than 30 days after employment begins or notification of employment is made. You will be provided with the records within 5 business days of receipt of your written request. If the prospective employer has not received the records at your time of request, then the 5 day period to provide access will begin on the day the records are received from the previous employer. If you fail to arrange to pick up or receive the requested records within 30 days of when they are first made available to you, then your right to review is considered waived.

THE RIGHT TO HAVE ERRONEOUS INFORMATION CORRECTED: If you believe there is an error in the records, you have the right to have your previous employer correct the error. Send your request for correction to the previous employer that provided the records in question. The previous employer must either correct and forward the record to the prospective employer or notify you within 15 days of receiving your request that they do not agree the record is in error. If the previous employer corrects and forwards the record as requested, that employer must also retain the corrected information as part of your safety performance history record and provide it to subsequent prospective employers when requests for this information are received.

THE RIGHT TO REBUT DISPUTED INFORMATION: If the previous employer does not agree that information in the records provided is in error, you may rebut the disputed information in writing and send it to the previous employer with instructions to include the rebuttal in your safety performance history file. Within 5 business days of receiving your rebuttal, the previous employer must; forward a copy of the rebuttal to the prospective employer; append the rebuttal to your safety performance information and include it as part of the response for any subsequent investigating prospective employers for the duration of the three-year data retention requirement period. You may submit a rebuttal initially without a request for correction, or subsequent to a request for correction.

THE RIGHT TO REPORT FAILURES TO CORRECT ERRONEOUS INFORMATION: You may report failures of a previous employer to correct information or include your rebuttal as part of the safety performance information, to the Federal Motor Carrier Administration by following procedures specified at 49 CFR Section 385.12.

I certify that this application was completed by me and that the information provided is a correct and complete representation of the facts as known to me.

(Applicant's Signature)

(Date)

PROCESS RECORD

This section to be filled in by Company Representative

Applicant Hired _____ Applicant Rejected _____

Date Employed _____ Clasification _____

	Superior	Good	Fair	Below Average	Written Record On File
1. Application					
2. Interview					
3. Past Employment					
4. Written Exam					
5. Road Test					
6. Criminal & Traffic Violations					

Termination of Employment

Date Terminated: _____

Voluntary Quit Date : _____

Other: _____

All Company Property Returned: Y/N

Eligible for Re Hire: Y/N

If no, reasons: _____

Southside Fuel Policy On Driver Safety Performance History Investigations

Effective: October 10, 2005

It is the policy of this company that all applicants for CDL driver positions undergo a driver safety performance investigation prior to being hired pursuant to federal regulations under 49 CFR Section 391. The investigation is an integral part of the company's application process and cannot be altered or delayed by any employee. The company shall complete all driver safety performance investigations within the time frame required by federal regulations. Drivers shall not continue to drive a commercial motor vehicle for the company if the safety performance history investigation is not completed within 30 days of the date of hire.

The company shall always make a good faith effort to obtain safety performance history data from a driver applicant's previous employers. All such investigative efforts shall be recorded in writing on company forms and maintained in the Driver Safety Performance Investigation File. The company shall always make a good faith effort to provide all driver safety performance history requested by a prospective employer. All responses to prospective employers received by the company shall be made in writing and placed in the Driver Safety Performance Investigation File.

The company shall provide copies of safety performance history information in a timely manner as prescribed by federal regulations to any driver applicant upon written request. In the event a driver applicant wishes to correct information collected in the safety performance history investigation, the company shall provide the driver applicant with a contact name and phone number of the previous employer responsible for providing the information. The company shall include in the Driver Safety Performance Investigation File any corrected information sent by a previous employer or any driver rebuttal to information that is not corrected. The written correction and rebuttal shall be made part of the permanent driver safety performance investigation file and shall be forwarded to any prospective employers who request it.

The company is not responsible for the maintenance of driver safety performance history information for any driver applicant who is not hired. All information collected as part of the driver safety performance history investigation shall be destroyed immediately in the event the driver applicant is not hired.

All information in the driver Safety Performance Investigation File is confidential. Access to these files is strictly limited to those directly involved in the hiring process and designated individuals responsible for employee personnel record management. The company shall provide immediate access to Driver Safety Performance Investigation Files to any federal, state or local law enforcement official or person having regulatory authority over CDL drivers upon request. Insurers may be given access to information in the file at the discretion of the company. However, the company shall under no circumstances provide insurers access to any driver drug and alcohol information that may be included in the Driver Safety Performance Investigation File.

All information in the Driver Safety Performance Investigation File shall be removed from company records and properly destroyed on, but no sooner than, the third anniversary of the driver's termination of employment date with the company.