



## **Job Task and Functions**

**Position: Route Sales and Route Supervision**

The basic functions of Route Sales and Route Supervision are to deliver clean, fresh product in a safe and timely manner to our customers to maximize sales. There are physical demands that are placed on employees that include, but are not limited to, the following:

- Repeatedly lifting up to 50 pounds
- Being able climb in and out of a truck bed and cab
- Legally able to obtain a Commercial Driver's License
- Being able to pass a DOT physical
- Being able to safely operate a commercial vehicle
- Pushing and pulling heavy loads of product on wheeled carts
- Being able to bend and kneel repeatedly
- Communicate affectively and professionally with customers

Material handling is vital function with these positions and will be necessary to perform many job tasks and functions of our company.

Job functions also include, but are not limited to, making route deliveries to retail stores and institutional customers. The ability to coordinate, order and control inventory as well as stocking and merchandising product is required.

MPM is a participant in the '*Tennessee Drug Free Workplace*' program.



**Application for Employment**

Last Name	First	Middle	Date
Street Address			Home Telephone ( )
City, State, Zip			Business Telephone ( )
Have you ever applied for employment with us? ___Yes ___No If yes: Month and Year _____ Location _____			Social Security #
Position Desired			Pay Expected
Are you legally eligible for employment in the United States? ___Yes ___No			Will you work overtime if asked? ___Yes ___No
Driver's License #	Do you have a Commercial Driver's License? ___Yes ___No If yes: Class _____		When will you be available to begin work? _____
Other special training or skills (languages, machine operation, etc.)			

School	Name and Location of School	Course of Study	No of Years	Did You Graduate?	Degree or Diploma
High School					
Business/Trade Technical					
College					
Graduate					

<b>MILITARY</b>	Did you serve in the U.S. Armed Forces? ___Yes ___No	If yes, which Branch did you serve?
	Describe any military training you received relevant to the position for which you are applying. _____	

Prospective Employees will receive consideration without discrimination because of race  
creed, color, sex, age, national origin, handicap, or veteran status.

**EMPLOYMENT**

Please give accurate, complete full-time and part-time employment record. Start with your present or most recent employer.

<b>1</b>	Company Name	Telephone ( )
	Address	Employed - (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job and Describe Your Work _____	Reason for Leaving

<b>2</b>	Company Name	Telephone ( )
	Address	Employed - (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job and Describe Your Work _____	Reason for Leaving

<b>3</b>	Company Name	Telephone ( )
	Address	Employed - (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job and Describe Your Work _____	Reason for Leaving

<b>4</b>	Company Name	Telephone ( )
	Address	Employed - (State Month and Year) From To
	Name of Supervisor	Weekly Pay Start Last
	State Job and Describe Your Work _____	Reason for Leaving

**OTHER IMPORTANT INFORMATION**

Please list any other experience, job related skills or other qualifications that you believe should be considered in evaluating your qualifications for employment.

Have you been convicted of a crime in the past ten years, excluding misdemeanors and summary, which has not been annulled, expunged, or sealed by a court?       Yes     No      If "Yes", describe in full.

State name of relatives and friends working for us currently or in the past, other than your spouse.

**REFERENCES**

Please provide names, addresses and telephone numbers of people who know you personally or through you work.

**1**

**2**

Name	Name
Address	Address
City, State, Zip	City, State, Zip
Telephone	Telephone
Relation	Relation

**3**

**4**

Name	Name
Address	Address
City, State, Zip	City, State, Zip
Telephone	Telephone
Relation	Relation

The information provided in this Application for Employment is true, correct and complete. If employed, any misstatement or omission of fact in this application may result in my dismissal.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature

**PLEASE READ AND SIGN BELOW FOR DRIVING POSITIONS**

As an applicant for a Department of Transportation (DOT) regulated commercial driving position, you are hereby informed that "MPM" will conduct an investigation into your driving record with state agencies. A Motor Vehicle Record, or "MVR", will be obtained and information will be gathered in accordance with DOT regulation 49CFR 391.21. Your previous employer may be contacted for the purpose of investigating your background as required by 49CFR 391.23.

**The Investigation will include:**

- Motor vehicle driving records from the preceding three (3) years
- An investigation of the applicant's previous employment record during the preceding three (3) years
- Reasons for leaving previous employment
- Any motor vehicle violations or accidents

**As per FMCSR 391.23(i)(1) you are further informed of the following rights regarding the investigative information that will be provided to 'MPM', pursuant to the requirements of FMCSR part 391.23:**

- The right to review information provided by previous employers
- The right to have errors in the information corrected by the previous employer
- The right to have a rebuttal statement attached to any erroneous information the previous employer provides

Information concerning the procedures to exercise these rights is listed in the Federal Motor Carrier Safety Regulations part 391.23(i) available from the U.S. Department of Transportation - Federal Motor Carrier Safety Administration or online at [www.fmcsa.dot.gov](http://www.fmcsa.dot.gov)

By signing below, you acknowledge the receipt of this notification and understand the investigative requirements of and the rights afforded to MPM by FMCSR part 391.23

\_\_\_\_\_  
Print applicant name

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

\_\_\_\_\_  
Date

Additionally, 'MPM' serves certain industries and customers that require the company to obtain criminal background checks both locally and nationally. We may ask more specific questions in order to generate the required reports from third party vendors, upon the next steps of the interview and hiring process.

Murfreesboro Pure Milk is a participating member of the **Tennessee Drug Free Workplace** program. Employees and potential employees are subject to random, pre-employment and post-accident drug screenings that are conducted by a third party company.

**Completed Applications can be returned by mail, fax, or email.**

**Mailing Address:**  
Murfreesboro Pure Milk Co  
Attn: Human Resources  
2450 Southgate Blvd  
Murfreesboro TN 37128

**Fax:**  
615-893-3813

**Email:**  
[human.resources@mpmci.com](mailto:human.resources@mpmci.com)