



**KOY CONCRETE, LTD.
APPLICANT INSTRUCTIONS**

Thank you for your interest in employment with our Company. We appreciate your application and look forward to the possibility of you joining our team. This sheet is for your information; please read it carefully.

If you need any assistance or accommodation to complete this form or during any of the application process, please notify the person who gave you this form and every effort will be made to provide you with the help you request.

Please print all information so it can be easily read. Be certain that all questions are **completely** answered. Incomplete applications will not be considered. Use the abbreviation "N/A" if a particular provision or section in the form is not applicable to you.

This application form is intended for use in evaluating your qualifications for employment. This is not a contract for employment. False or misleading information given in this form or during the interviewing process are grounds for terminating the application process or, if discovered after employment, for terminating employment. A background check and/or consumer report may be requested by the Company.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, and work experience. Credentials and experience will be verified through schools, former employers, and any other applicable sources. As an Equal Opportunity Employer, we make decisions to hire and promote without regard to race, color, age, religion, sex, national origin or ancestry, disability or physical condition, parental status, sexual orientation, gender identity, marital status, level of income, or other legally protected status.

You should understand that the position for which you are applying is considered at-will, which means that either you or the company can terminate employment for any reason or no reason at any time. No one except the company president has the authority to amend this agreement.

Our business is a subscriber to Workers' Compensation of Texas.

We appreciate your interest.

I have read and understood the above information.

Applicant Printed Name

Signature

Date

WE ARE AN EQUAL OPPORTUNITY EMPLOYER



DRIVER EMPLOYMENT APPLICATION

An Equal Opportunity Employer

COMPLETE IN FULL OR IT WILL NOT BE CONSIDERED. (PLEASE PRINT)

APPLICANT INFORMATION

FIRST NAME		MIDDLE NAME		LAST NAME	
PHONE		EMAIL			
DATE OF BIRTH		SOCIAL SECURITY #			
DATE OF APPLICATION		POSITION APPLIED FOR		DATE AVAILABLE FOR WORK	

PREVIOUS THREE YEARS RESIDENCY

Attach additional sheet if more space is needed

	STREET	CITY	STATE	ZIP CODE	# OF YEARS AT ADDRESS
CURRENT					
MAILING					
PREVIOUS					
PREVIOUS					
PREVIOUS					

LICENSE INFORMATION

No person who operates a commercial motor vehicle shall at any time have more than one driver's license (49 CFR 383.21). I certify that I do not have more than one motor vehicle license, the information for which is listed below. Include all licenses held for the past 3 years; attach additional sheets if needed.

STATE	LICENSE #	TYPE/CLASS	ENDORSEMENTS	EXPIRATION DATE
PREVIOUSLY HELD LICENSES				

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATE FROM	DATE TO	APPROX # OF MILES (TOTAL)
STRAIGHT TRUCK				
TRACTOR & SEMI-TRAILER				
TRACTOR & 2 TRAILERS				
TRACTOR & TANKER				
OTHER				



GENERAL QUESTIONS

How did you learn about us?

Advertisement Friend Walk-In Relative Other: _____

Are you over 18 years of age?

Yes No

Are you 21 years of age (for interstate or hazardous materials)?

Yes No

Have you ever filed an application with us before?

Yes No

Have you ever worked for **Koy Concrete, Ltd.**?

Yes No

If so, when? _____

Are you able to perform the duties of the job for which you are applying?

Yes No

If no, please describe. _____

Are you legally authorized to work in the United States?

Yes No

Proof of identity and work authorization will be required upon employment.

Can you travel if a job requires it?

Yes No



ACCIDENT RECORD FOR THE PAST 3 YEARS

Attach additional sheet if more space is needed. Check this box if none

DATES (List most recent first)	NATURE OF ACCIDENT (Head-on, rear-end, upset, etc.)	# FATALITIES	# INJURIES	CHEMICAL SPILLS (Y/N)

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

Attach additional sheet if more space is needed. Check this box if none

DATE CONVICTED (Month/Year)	VIOLATION	STATE OF VIOLATION	PENALTY (Forfeited bond, collateral and/or points)

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? YES NO
 If yes, explain _____

Has any license, permit, or privilege ever been suspended or revoked? YES NO
 If yes, explain _____

Do you have any Driving Safety Awards and From Whom _____

EDUCATION HISTORY

Circle the highest grade completed in school.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

Name, address, city, and state of last school attended: _____

Vocational or Business Schools Attended: _____

List names of friends or relatives now employed by **Koy Concrete, Ltd.** _____



EMPLOYMENT HISTORY

The Federal Motor Carrier Safety Regulations (49 CFR 391.21) require that all applicants wishing to drive a commercial vehicle list all employment for the last three (3) years. ***In addition, if you have driven a commercial vehicle previously, you must provide employment history for an additional seven (7) years (for a total of ten (10) years). Any gaps in employment in excess of one (1) month must be explained.***

Start with the last or current position, including any military experience, and work backwards (attach separate sheets if necessary). You are required to list the complete mailing address, including street number, city, state, zip; and complete all other information.

CURRENT (MOST RECENT) EMPLOYER					
NAME			PHONE		
ADDRESS					
POSITION HELD		FROM MO/YR		TO MO/YR	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					

SECOND (MOST RECENT) EMPLOYER					
NAME			PHONE		
ADDRESS					
POSITION HELD		FROM MO/YR		TO MO/YR	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					
While employed here, were you subject to the Federal Motor Carrier Safety Regulations? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO					

THIRD (MOST RECENT) EMPLOYER					
NAME			PHONE		
ADDRESS					
POSITION HELD		FROM MO/YR		TO MO/YR	
REASON FOR LEAVING				SALARY	
EXPLAIN ANY GAPS IN EMPLOYMENT (Include month/year & reason)					
While employed here, were you subject to the Federal Motor Carrier Safety Regulations? <input type="checkbox"/> YES <input type="checkbox"/> NO					
Was the job designated as a safety-sensitive function in any Department of Transportation-regulated mode subject to alcohol and controlled substances testing as required by 49 CFR, part 40? <input type="checkbox"/> YES <input type="checkbox"/> NO					



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TO BE READ AND SIGNED BY APPLICANT

I authorize you to make investigations (including contacting current and prior employers) into my personal, employment, financial, medical history, and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools, health care providers, and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I also understand that I am required to abide by all rules and regulations of the Company.

I understand that the information I provide regarding my current and/or prior employers may be used, and those employer(s) will be contacted for the purpose of investigating my safety performance history as required by 49 CFR 391.23. I understand that I have the right to:

- Review information provided by current/prior employers;
- Have errors in the information corrected by previous employers, and for those previous employers to resend the corrected information to the prospective employer; and
- Have a rebuttal statement attached to the alleged erroneous information, if the previous employer(s) and I cannot agree on the accuracy of the information.

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. Note: A motor carrier may require an applicant to provide more information than that required by the Federal Motor Carrier Safety Regulations.

Applicant Signature		Date	
Applicant Name (printed)			



EXPERIENCE AND QUALIFICATIONS – OTHER

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

Show any trucking, transportation, or other experience that may help in your work for this Company.

List special equipment or technical skills you have (other than those already shown).

DRUG TESTING 49 CFR 40.25(j)

Have you ever tested positive or refused to test on any pre-employment drug or alcohol test administered by an employer to which you have applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Yes No

If YES --- Have you successfully completed the return to duty process? Yes No

If YES --- *Documentation MUST BE PROVIDED before any safety-sensitive transportation function is performed.* Yes No

If yes, please give details. _____

Our business is a subscriber to Workers' Compensation of Texas.

Signature

Date



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 to review in writing and submit it to your prospective employer no later than thirty (30) days after employment begins or notification of employment is made. You will be provided with the records within five (5) business days of receipt of your written request. If the prospective employer has not received the records at the time of your request, then the five (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 thirty (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 fifteen (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 performances 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 five (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 (3) 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, to the Federal Motor Carrier Safety Administration by following procedures specified at 49 CFR Section 386.12.

CERTIFICATION

“I certify 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”

Date

Signature of Employer's Representative

Signature of Employee

Print Name

The Federal Motor Carrier Safety Regulations require all previous employers of this applicant to respond to this request for information within 30 days. Failure to comply with this request is in violation of 49CFR 391.23 and 40.25, for which you may be prosecuted. Questions concerning the requirements of this regulation should be directed to the Minnesota Division Office of the Federal Motor Carrier Safety Administration at 651-291-6150, during business hours.

TO: _____ **DATE:** _____
Former Employer's Name

Mailing Address

City / State / Zip

Telephone # _____ Fax Number _____

I, _____, hereby authorize KOY CONCRETE , LTD to release to all records of employment, including assessments of my job performance, ability, and fitness, including the dates of any and all alcohol or drug tests, with confirmed results, and/or my refusal to submit to any alcohol and drug tests and any rehabilitation completion under direction of Substance Abuse Professional (SAP) and/or Medical Review Officer (MRO) to each and every company (or their authorized agents) making such request in connection with my application for employment with said company. I, hereby, release the above named company, and its employees, officers, directors, and agents from any and all liability of any type as a result of providing the following information to the below mentioned person and/or company.

Applicant's Signature & Date _____

Witness's Signature & Date _____

REQUEST FROM:

Company: _____
 Address/City/State/Zip: _____
 Telephone Number: _____ Fax Number: _____
 Contact Person & Title _____

NAME OF APPLICANT: _____ SSN _____

JOB APPLYING FOR: Driver

INQUIRY INTO EMPLOYMENT HISTORY, PRECEDING 3 YEARS

- Did applicant work for you as a _____ from ___ / ___ / ___ to ___ / ___ / ___ YES or NO IF NO, please explain: _____
- If employed as driver, please answer the following: Company Driver? _____ Owner/Operator? _____ Other? _____
 Type of truck(s) and/or truck/tractor(s) operated: _____
 Commodities transported: _____ Area of operations: _____
- Accidents? YES or NO IF YES, please give date(s) and brief description of each accident: _____
- Why did this employee leave your company? _____
- Would you re-employ this person? YES or NO IF NO, please explain: _____
- Additional comments: _____

INQUIRY FOR ALCOHOL AND CONTROLLED SUBSTANCES INFORMATION, PRECEDING 2 YEARS

- Alcohol tests with a result of 0.04 or greater? YES or NO If yes, please give date(s): _____
- Verified positive controlled substances test results? ... YES or NO If yes, please give date(s): _____
- Refusals to be tested? YES or NO If yes, please give date(s): _____
- Was rehabilitation completed as required? YES or NO If yes, please give date(s): _____

Person providing the above information:

Name: _____ Title: _____
 Company: _____ Date: _____

Koy Concrete, Ltd.

P.O. Box 308 ▪ Sealy, TX 77474-0308
713.319.9390 ▪ 979.885.3551
Fax 713.319.9393

Notice to Applicant:

After completing the interview process with the hiring manager, Koy Concrete, Ltd will schedule a drug test, either DOT or non-DOT, before any job opportunities have been offered. If you are offered a position with Koy Concrete, Ltd, the Company will pay for your drug screening test. Upon signing this document, you are agreeing that if you voluntarily resign or are terminated within 30 days of hire, **you will be responsible for the cost of the drug screening test.** This cost will be deducted from your final paycheck.

Applicant's Printed Name

Applicant's Signature

Date

Katy Plant 281.391.2178



Columbus Plant 979.732.2300

Koy Concrete, Ltd.

P.O. Box 308 • Sealy, TX 77474-0308

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Job Description

READY MIX DRIVER

Position Summary:

Primary responsibility is to drive concrete mixer to job sites and safely deliver the load. This takes place in a variety of settings and conditions including uneven ground and may require lifting and attaching extension chutes weighing 35-50 pounds. A Ready-mix Truck Driver is responsible for the safe and efficient operation of the ready-mix truck used for delivery of products connected to the Company's ready-mix concrete operation.

Duties and Responsibilities:

- Perform regular maintenance on truck and mixer including tires, lubrication, fuel, oil level checks, etc.
- Wash down and remove concrete every load as trained in a safe and efficient manner.
- Lift and load sack products on truck up to 100 pounds.
- Operate and use tablet as instructed.
- Safely drive truck to and from destination applying knowledge of DOT driving regulations.
- Understand and follow directions in English from supervisors as to required work.
- Check loads to ensure product is being hauled in an appropriate and safe manner.
- Estimate slump of concrete and report to Batch Plant Operator.
- Verify directions with plant personnel before leaving the plant to ensure delivery to the correct customer and job site.
- Strive to meet customer expectations.
- Keep equipment in acceptable condition of cleanliness using approved cleaning materials and supplies.
- Maintain communication with supervisor/dispatcher to report jobsite conditions and status.
- Assist other company employees as needed.
- Complete pre and post trip inspections on truck and mixer. Report deficiencies as instructed.
- Maintain good working knowledge of the traffic routes of the city.
- Must be able to take orders, instructions, and guidance from supervisors and management.
- Adhere to all company, DOT, TCEQ and OSHA rules and regulations at all times.
- Meet or exceed company safety standards including PPE and uniforms.
- Perform other job responsibilities as assigned.

Qualifications

Minimum Requirements:

- Must possess a valid Texas issued commercial driver's license (CDL A or B).
- Be at least 21 years of age.
- MVR - No DUI's or DWI's in the last 5 years, no more than 2 moving violations in the previous 3 years.



Koy Concrete, Ltd.

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Fax 713.319.9393

Job Description

READY MIX DRIVER

Physical Requirements and Environmental Demands:

- Requires walking, sitting, lifting, pushing, pulling, and climbing to a significant degree.
- Exerting 50 – 100 pounds of force occasionally.
- Exerting 25 – 50 pounds of force frequently.
- Exerting 10 – 20 pounds of force continually.
- While performing the duties of this job, the employee is regularly required to talk and hear, in order to communicate to employees/customers as well as function safely around heavy rolling equipment.
- Must be able to perform all job functions which include, but may not be limited to pushing, turning, and/or pulling of controls.
- Must pass DOT physical to include back x-ray, hearing test and drug/alcohol screen.
- Continuous exposure to extreme heat, extreme cold, high noise, and working outdoors.
- Must wear protective equipment while on the job.
- Must be able to lift 100-pound sack 4 ½ feet high.

I can perform the above physical requirements and am willing to accept the duties and responsibilities at the proposed pay rate of _____.

Signature: _____

Date: _____

Print Name: _____

