



APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer. Applicants are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state, or local laws.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.

EMPLOYEE INFORMATION

Applicant Name _____ E-mail _____
(optional)
Phone (____) ____-____ ☐ Home ☐ Cell Alternate Phone (____) ____-____ ☐ Home ☐ Cell
Address _____ Apt/Unit# _____
City _____ State _____ Zip _____ How long have you lived there? ____ / ____
years months

ADDITIONAL INFORMATION

Position Applied For _____
Type of employment desired? ☐ Full-time ☐ Part-time Hours per week desired? _____
Are you willing to work overtime? ☐ Yes ☐ No Date on which you can start work if hired _____
Have you previously applied for employment with MERJ Fleet Services? ☐ Yes ☐ No
If Yes, when and where did you apply? _____
Have you ever been employed by MERJ Fleet Services? ☐ Yes ☐ No
If Yes, provide dates of employment, location, and reason for separation from employment _____

If under 18, can you produce the necessary work certificate at the time of employment? ☐ Yes ☐ No
Are you a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States?
☐ Yes ☐ No

AVAILABILITY

Please clearly mark all hours you are available to work on the table below.

Time AM	Su	Mo	Tu	We	Th	Fr	Sa	Time PM	Su	Mo	Tu	We	Th	Fr	Sa
12:00								12:00							
12:30								12:30							
1:00								1:00							
1:30								1:30							
2:00								2:00							
2:30								2:30							
3:00								3:00							
3:30								3:30							
4:00								4:00							
4:30								4:30							
5:00								5:00							
5:30								5:30							
6:00								6:00							
6:30								6:30							
7:00								7:00							
7:30								7:30							
8:00								8:00							
8:30								8:30							
9:00								9:00							
9:30								9:30							
10:00								10:00							
10:30								10:30							
11:00								11:00							
11:30								11:30							

Please explain any additional availability information (i.e. not available every other weekend etc.)

EDUCATION

If applicable, list any other names by which you have been known which may be necessary to allow us to confirm your work and educational record. For example, change of name, use of an assumed name, nickname, etc. _____

Type of School	Name and Location	Course of Study Or Major	Graduate? Y of N	# of Years Completed
High School				
College				
Graduate/ Professional				
Trade School				

List any honors or certificates you received that would be relevant to this position _____

WORK EXPERIENCE

Please list the names of your present and/or previous employers in chronological order with present or most recent employer listed first. Provide information for at least the most recent 10-year period. Attach additional sheets if needed. If self-employed, supply firm name and business references. You may include any verifiable work performed on a volunteer basis, internships, or military service. Your failure to completely respond to each inquiry may disqualify you from consideration for employment.

Employer _____ Address _____

Type of Business _____ Phone (____) _____ - _____

Dates Employed ____/____/____ to ____/____/____ Job Title _____

Duties _____ Supervisor's Name _____

May we contact? ☐ Yes ☐ No If No, why not? _____

Reason for leaving? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? _____

How much notice did you give when resigning? If none, explain. _____

Employer _____ Address _____

Type of Business _____ Phone (_____) _____ - _____

Dates Employed ____/____/____ to ____/____/____ Job Title _____

Duties _____ Supervisor's Name _____

May we contact? ☐ Yes ☐ No If No, why not? _____

Reason for leaving? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? _____

How much notice did you give when resigning? If none, explain. _____

Employer _____ Address _____

Type of Business _____ Phone (_____) _____ - _____

Dates Employed ____/____/____ to ____/____/____ Job Title _____

Duties _____ Supervisor's Name _____

May we contact? ☐ Yes ☐ No If No, why not? _____

Reason for leaving? _____

What will this employer say was the reason your employment terminated? _____

Were you ever disciplined? If so, for what? _____

How much notice did you give when resigning? If none, explain. _____

Have you ever been terminated or asked to resign from any job? ☐ Yes ☐ No If yes, how many times? _____

Has your employment ever been terminated by mutual agreement? ☐ Yes ☐ No If yes, how many times? _____

Have you ever been given the choice to resign rather than be terminated? ☐ Yes ☐ No If yes, how many times? _____

If you answered Yes to any of the above three questions, please explain the circumstances of each occasion. _____

PROFESSIONAL REFERENCES

Name	Phone	Address (city, state)	Relationship (i.e. friend, coworker)

DRIVING INFORMATION

(complete only if driving is an essential function of the job which you are applying)

Driver's License No. _____ State _____ Expiration Date _____

If you do not have a driver's license for the state in which you currently reside, why not? _____

Has your license ever been suspended or revoked? ☐ Yes ☐ No

If yes, explain _____

Please list all moving traffic violations in the last 5 years:

Offense	Date	Location	Comments

MVR CONSENT

One of the costliest and potentially devastating types of loss associated with our day-to day operations are vehicle accidents. In addition to the possibility of injury, we are also faced with claim costs that could adversely affect the company.

As a responsible employer working to prevent and reduce the impact of potential vehicle accidents, MERJ FLEET SERVICES, INC. requests that each employee who drives a company vehicle have a good driving record. Consistent with this responsibility, we require a Motor Vehicle Record (MVR) be obtained and reviewed on all applicants prior to hiring as a condition of employment. Guidelines have been developed to determine acceptability of MVRs based on its information and the seriousness of any violations involved.

Please complete the form below and provide the necessary information so that an MVR can be requested on you as a potential employee. Also, please sign and date the consent portion of this form.

I _____ (applicant) consent to the release of my Motor Vehicle Records (MVR) to MERJ FLEET SERVICES, INC., and/or their insurance agents. I understand the company will use these records to evaluate my suitability to fulfill driving duties that may be related to the position for which I am applying. I understand that MERJ FLEET SERVICES, INC. will use this information for employment purposes only and not furnish any of this information to a third party without my written consent.

I agree to release MERJ FLEET SERVICES, INC., its employees, and those who supplied the information to them from any liability that may result after providing the requested information or my failure to be hired for the position for which I am applying due to any negative information found in the report.

This consent is given in satisfaction of Public Law 18 USC 2721 et. Seq., "Federal Drivers Privacy Protection Act", and is intended to constitute "written consent" as required by this Act.

License Number _____ CDL ☐ Yes ☐ No

Issuing State _____ How long have you had CDL? _____

Date of Birth _____ Married ☐ Yes ☐ No

By signing below, I acknowledge that you may obtain information relating to my driving record.

Employee Name (print last, first and middle initial) _____

Employee Signature _____

Date _____

APPLICANT CERTIFICATION

I understand and agree that if driving is a requirement of the job for which I am applying, my employment and/or continued employment is contingent on possessing a valid driver's license for the state in which I reside and automobile liability insurance in an amount equal to the minimum required by the state where I reside.

I understand that MERJ Fleet Services may now have, or may establish, a drug-free workplace or drug and/or alcohol testing program consistent with applicable federal, state, and local law. If I am offered a conditional offer of employment, I understand that if a pre-employment (post-offer) drug and/or alcohol test is positive, the employment offer may be withdrawn. I agree to work under the conditions requiring a drug-free workplace, consistent with applicable federal, state, and local law. I also understand that all employees of the location, pursuant to the company's policy and federal, state, and local law, may be subject to urinalysis and/or blood screening or other medically recognized tests designed to detect the presence of alcohol or illegal or controlled drugs. If employed, I understand that the taking of alcohol and/or drug tests is a condition of continual employment and I agree to undergo alcohol and drug testing consistent with the company's policies and applicable federal, state, and local law.

If employed by MERJ Fleet Services, I understand and agree that the company, to the extent permitted by federal, state, and local law, may exercise its right, without prior warning or notice, to conduct investigations of property (including, but not limited to, files, lockers, desks, vehicles, and computers) and, in certain circumstances, my personal property.

I understand and agree that as a condition of employment and to the extent permitted by federal, state, and local law, I may be required to sign a confidentiality, restrictive covenant, and/or conflict of interest statement.

I certify that all the information on this application, my resume, or any supporting documents I may present during any interview is and will be complete and accurate to the best of my knowledge. I understand that any falsification, misrepresentation, or omission of any information may result in disqualification for employment or, if employed, disciplinary action, up to and including immediate dismissal.

THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS APPLICATION OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, EMPLOYEE OR REPRESENTATIVE OF THE COMPANY IS AUTHORIZED TO ENTER INTO AN AGREEMENT -EXPRESS OR IMPLIED- WITH ME OR ANY APPLICANT FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE PRESIDENT OF THE COMPANY. IF HIRED, I AGREE TO CONFORM TO THE RULES AND REGULATIONS OF THE COMPANY, AND I UNDERSTAND THAT THE COMPANY HAS COMPLETE DISCRETION TO MODIFY SUCH RULES AND REGULATIONS AT ANY TIME, EXCEPT THAT IT WILL NOT MODIFY ITS POLICY OF EMPLOYMENT AT-WILL.

I authorize MERJ Fleet Services or its agents to confirm all statements contained in this application and/or resume as it relates to the position I am seeking to the extent permitted by federal, state, and local law. I agree to complete any requisite authorization form for the background investigation which may be permitted by federal, state, and local law. If applicable and allowed by law, I will receive separate written notification regarding the Company's intent to obtain "consumer reports."

I authorize and consent to, without reservation, any party or agency contacted by this employer to furnish the above-mentioned information. I hereby release, discharge, and hold harmless, to the extent permitted by federal, state, and local law, any party delivering information to the company or its duly authorized representative pursuant to this authorization from

any liability, claims, charges, or causes of action which I may have as a result of the delivery or disclosure of the above requested information. I hereby release from liability the company and its representative for seeking such information and all other persons, corporations, or organizations furnishing such information.

If hired by MERJ Fleet Services, I understand that I will be required to provide genuine documentation establishing my identity and eligibility to be legally employed in the United States by this company. I also understand this company employs only individuals who are legally eligible to work in the United States.

THIS APPLICATION WILL BE CONSIDERED ACTIVE FOR A MAXIMUM OF 60 DAYS. IF YOU WISH TO BE CONSIDERED FOR EMPLOYMENT AFTER THAT TIME, YOU MUST REAPPLY.

I CERTIFY THAT ALL OF THE INFORMATION THAT I HAVE PROVIDED ON THIS APPLICATION IS TRUE, ACCURATE, AND COMPLETE.

DO NOT SIGN UNTIL YOU HAVE READ ALL OF THE INFORMATION CONTAINED IN THE APPLICATION.

Applicant Signature _____ **Date** ____/____/____

If the applicant is a minor, the foregoing release and consent must be signed by the applicant's parent or legal guardian. Signature by the applicant's parent or legal guardian constitutes acknowledgement by the applicant and the parent or legal guardian that MERJ Fleet Services, to the extent permitted by federal, state, and local law, can test the applicant for illegal or controlled substances, conduct inspections of property without notice, and communicate test results to MERJ Fleet Services personnel who need to know, the applicant, and the applicant's legal guardian.

Parent/Legal Guardian

Witness

Date

Date



1989 Harlem Road
Buffalo, NY 14212
Ph 716-604-2300 Fax 716-240-9857
HR@merjfleet.com
www.MERJFLEETSERVICES.COM

DISCLOSURE AND AUTHORIZATION REGARDING BACKGROUND INVESTIGATION FOR EMPLOYMENT PURPOSES

Disclosure

MERJ Fleet Services, Inc. (the "Company") may request from a consumer reporting agency and for employment-related purposes, a "consumer report(s)" (commonly known as "background reports") containing background information about you in connection with your employment, or application for employment, or engagement for services (including independent contractor or volunteer assignments, as applicable).

SentryLink, LCC will prepare or assemble the background reports for the Company. SentryLink, LLC is located and can be contacted at 7500 Greenway Center Drive, #1040, Greenbelt MD 20770, 1.877.736.8791, www.sentrylink.com.

The background report(s) may contain information concerning your character, general reputation, personal characteristics, mode of living, or credit standing. The types of background information that may be obtained include but are not limited to: criminal history; litigation history; motor vehicle record and accident history; social security number verification; address and alias history; credit history; verification of your education, employment and earnings history; professional licensing, credential and certification checks; drug/alcohol testing results and history; military service; and other information.

Authorization

I hereby authorize MERJ Fleet Services, Inc. to obtain the consumer reports described above about me.

Applicant Name _____

Applicant Signature _____

Date _____

Social Security number _____ - _____ - _____

Date of Birth _____