



## EMPLOYMENT APPLICATION DOT DRIVERS

**701 24<sup>th</sup> Avenue Southeast  
Minneapolis, MN 55414**

**Phone: (612) 623-1200  
Fax: (612) 623-9108**

Murphy Warehouse Company does not discriminate in hiring or employment on the basis of age, race, color, religion, creed, national origin, sex, ancestry, sexual orientation, disability, or any other category protected by law.

All Murphy Warehouse job offers are contingent offers based on passing a drug test.

Date: \_\_\_\_\_

### Personal Information

Last Name	First Name	MI	Social Security Number
Street Address			County
City	State	Zip Code	Home Phone (     )
Previous Address (if less than 3 years at the above address)			Alternate Phone (     )
Applicant Signature			Date of Birth (US DOT requirement – 391.21 (b) (2))

***If the above residence is less than 3 years, list all residences for the past 3 years. Attach a separate sheet if necessary.***

Street, City, State, Zip Code
Street, City, State, Zip Code
Street, City, State, Zip Code

### Position Information

Position Applying For		Who referred you?	
Earnings Expected (or \$ per week)		Date can begin if offered employment	
Would you like to work full time?  Yes / No	Specify shift (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> ) <input type="radio"/> 1 <sup>st</sup> Shift <input type="radio"/> 2 <sup>nd</sup> Shift <input type="radio"/> 3 <sup>rd</sup> Shift	Would you like to work part time?  Yes / No	Specify days/hours available
Have you worked for this company before? Yes / No If so, when? From                      To		Reason for leaving?	

## Education Information

Elementary	Address	Last Year Completed				Degree Received?	Last Year Attended
		5	6	7	8	Yes / No	
High School	Address	1	2	3	4	Yes / No	
College	Address	Courses Majored In				Yes / No	
College	Address	Courses Majored In				Yes / No	
Graduate School	Address	Courses Majored In				Yes / No	
Business/Trade	Address	Courses Majored In				Yes / No	
Correspondence/Night	Address	Courses Majored In				Yes / No	

## Additional Training

Summarize additional training such as correspondence courses, in-company courses or other job training, etc.	Date

## Military Service Record

Were you in the US Armed Forces? Yes / No	If yes, what branch?
Dates of duty: From To	Rank at discharge?
List duties in the service including special training	
Have you taken any training under the GI Bill of Rights? Yes / No	
If yes, what training did you take?	

## Experience and Qualifications

Driver's licenses held in last 3 years				
State	License Number	Class	Endorsement(s)	Expiration Date

## Driving Experience

Have you ever been denied a license, permit or privilege to operate a motor vehicle?	Yes / No
Has your license, permit or privilege ever been suspended or revoked?	Yes / No
Have you ever been disqualified for violations of the Federal Motor Carrier Regulations?	Yes / No

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	Dates		Approximate Miles
		From:	To:	
Straight Truck				
Tractor and Semi Trailer				
Twin Trailers – LVCs				
Other:				
Other:				

List states operated in during last five years

List special courses or training that will help as a driver

List driving awards received

### Accident review for past 3 years

	Date	Nature of Accident (head-on, overturn, rear-end, etc.)	Fatalities	Injuries	Tickets
Last Accident					
Next Previous					
Next Previous					
Next Previous					
Next Previous					

### Traffic Convictions and Forfeitures for the Past 3 Years (other than parking)

Location	Date	Charge	Penalty



**Other Previous Employment**

Employer	Job	From	To	Final Salary	Supervisor

**To Be Read And Signed By Applicant**

I certify that I have read and understand all of this employment application. It is agreed and understood that the employer, or his agents and others authorized or contracted, will investigate my background and experience to ascertain any and all information of concern to my employment history and other information which is a matter of record, and whether same is of record or not. I release employers, and other persons, who may supply information from all liability for any damages on account of furnishing such information. I understand that, as an applicant for a position with this company, I may be asked to demonstrate that I am capable of performing tasks which are pertinent to the job. I also understand that if offered a job it will be conditioned on the results of a physical examination and drug test.

I further certify that I am a genuine applicant for employment and this application is being submitted solely for the purpose of seeking employment with the employer and for no other reason.

It is also agreed and understood that under the Fair Credit Reporting Act, Public Law 91-508, that this constitutes the statement that this investigation may include an investigative Consumer Report, including information regarding my character, general reputation, personal characteristics, and mode of living. This also provides any necessary authorization for this company, or its representative, to check driving records with the appropriate agency.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

I also understand that misrepresentation or omission of information or facts may result in my rejection or dismissal.

If hired, I agree to abide by all rules and policies of the employer.

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

**Applicant Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



## NOTIFICATION OF PRE-EMPLOYMENT DRUG TESTING

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Each applicant for a position at Murphy Warehouse Company, after being notified that he/she will be offered a job, must be drug tested. If the test result is positive, the job offer will be withdrawn.

No applicant will be tested without his/her consent.

The cost of the initial screening test and the confirmatory test will be paid for by Murphy.

Every applicant who provides a positive test result will have an opportunity to speak with Murphy's Medical Review Officer about any recent use of prescription and non-prescription drugs that might explain the positive test result.

If an applicant adulterates (or attempts to adulterate) a specimen, the job offer will be immediately withdrawn.

An applicant whose test is positive may, within five (5) days, request a re-test at his/her own expense. The re-test will be conducted on the same sample as was provided for the initial test, and must be conducted by a testing laboratory that meets the requirements of certification under Minnesota Statute, Chapter 181.953, Subd.1.

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My signature below is an indication that I have read this information and that I consent to being tested for drugs as a condition of employment at Murphy Warehouse Company.

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Signature of Applicant

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Date





## A Summary of Your Rights Under the Fair Credit Reporting Act

*Para informacion en espanol, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.*

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identify theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days. In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:**

<b>Type of Business:</b>	<b>Contact</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation ,Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture, Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051