



Wadhams

Enterprises Inc.

369 Bostwick Road Phelps, NY 14532

Driving with the Best!



APPLICATION FOR EMPLOYMENT

Company _____ Address _____

Position(s) Applied for: _____ Date: _____

In compliance with Federal and State Employment opportunity laws, qualified applicants are considered for all positions, promotions, training, and other job related conditions without regard to race, color, religion, sex, national origin, age marital status, disability, veteran status, or job-related conviction record.

(ANSWER ALL QUESTIONS - PLEASE PRINT)

Name: _____ Social Security No. _____

E-Mail Address _____

Street Address: _____ Phone: _____

City, State, Zip Code _____ Driver License # _____

Date of Birth _____

Have you applied for work and/or worked for this company before? Yes No When? _____

If hired, can you present evidence of you US Citizenship or proof of your legal right to live and work in this country? Yes No

How did you find out about Wadhams? Newspaper Truck Driving Publication Employee Referral Other

Employment Desired

Are you applying for: _____ Part-Time _____ Full-Time _____ Temporary
Which days/times are you not available to work? _____
Are you available to work on weekends? _____ Yes _____ No Can you work overtime, if necessary _____ Yes _____ No
If hired, on what date would you be available for work? _____

EDUCATION

Circle highest grade completed 1 2 3 4 5 6 7 8 High School 9 10 11 12 College 1 2 3 4 Graduate School 1 2 3

Table with 5 columns: Education continued, Name & Location of School, No. of years Attended, Courses or Major Subjects, Degrees or Diploma. Rows include High School, College or University, Grad School, and Other Vocational, Apprenticeship.

General

Subjects of special study or research work _____

Special Skills _____

Activities: (Civic, Athletic Etc.) _____

MILITARY SERVICE

Have you served in the U. S. Armed Forces? Yes No Branch _____ Dates: From _____ To _____

Duties: _____

Highest Rank Achieved: _____

If you have obtained any special skills or abilities as a result of service in the military, please describe: _____

EMPLOYMENT RECORD FOR THE PAST 10 YEARS

All applicants must list all full and part-time employment including military service, self-employment, and periods of unemployment during the preceding 10 years. NOTE: List employers in reverse order starting with the most recent. Use an additional sheet if necessary.

CURRENT OR MOST RECENT EMPLOYER

May we call? Yes ___ No ___

Name _____ From ___/___/___ To ___/___/___

Address _____ Phone () _____

Position Held _____ Supervisor _____

Reason for Leaving _____

Gap in Employment From _____ To _____ Explain: _____

Salary _____ Wage: _____ per: _____

SECOND PRIOR EMPLOYER

May we call? Yes ___ No ___

Name _____ From ___/___/___ To ___/___/___

Address _____ Phone () _____

Position Held _____ Supervisor _____

Reason for Leaving _____

Gap in Employment From _____ To _____ Explain: _____

Salary _____ Wage: _____ per: _____

THIRD PRIOR EMPLOYER

May we call? Yes ___ No ___

Name _____ From ___/___/___ To ___/___/___

Address _____ Phone () _____

Position Held _____ Supervisor _____

Reason for Leaving _____

Gap in Employment From _____ To _____ Explain: _____

Salary _____ Wage: _____ per: _____

References

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

Skills and Qualifications

Describe any skills, specialized training, or apprenticeships as they are related to the position for which you are applying.

Describe your educational background as it relates to the position in which you are applying. Please include college and institution attendance dates, graduation dates, degrees completed and related coursework

List your current professional, trade, business, charitable, and civic activities

Applicant's Statement

Please indicate that you have read and that you understand each paragraph of the Applicant's Statement by placing your initials beside each paragraph.

_____ I certify that this application was completed by me and that all entries on it and all information in it are TRUE and COMPLETE to the best of my knowledge. In the event of employment or contract, I understand that false, misleading, or omitted information in my application may result in discharge.

_____ I authorize investigation of all statements contained in this application for employment or contract for services as may be necessary in arriving at an employment or contract for services decision. In making this application for employment or contract for services, I understand that an investigation may be made and information may be obtained through personal or telephone interviews, letters or other methods with my personal references, past employers, as well as state agencies and others.

I understand that in connection with my employment or application for employment (including contract for services), an investigative consumer report and consumer reports, which may contain public record information, may be requested from HireRight Investigative Services. These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, drugs/alcohol use, information relating to my character, general reputation, personal characteristics, mode of living, educational background, or any other information about me which may reflect upon my potential for employment gathered from any individual, organization, entity, agency, or other source which may have knowledge concerning any such items of information. Such reports may contain public record information concerning my driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state and other agencies which maintain such records; as well as information from HireRight Inc. concerning previous driving record requests made by others from such state agencies.

I have the right to receive, upon my written request within a reasonable period of time, (not to exceed 30 days) a complete and accurate disclosure of the nature and scope of the investigation requested. I have the right to make a request to HireRight, upon proper identification, to request the nature and substance of all information in its files on me at the time of request by Wadhams Enterprises, Inc., including the sources of information, and the recipients of any reports on me that HireRight has previously furnished within the two-year period preceding this request. HireRight Inc. may be contacted by mail at P.O. Box 33181, Tulsa, OK 74153 (800)-381-0645. Attached to this disclosure is a written summary of applicant's rights under the Fair Credit Reporting Act (FCRA) as prepared by the Federal Trade Commission.

_____ I hereby release all parties, including but not limited to Wadhams Enterprises, Inc., personal references, and previous employers, from any and all liability for any injury or damage that may result from their furnishing information to Wadhams Enterprises, Inc. concerning me or any action Wadhams Enterprises, Inc. takes on the basis of such information.

_____ I understand that, according to federal law, all individuals who are hired or contracted for services must, as a condition of employment or contract, produce certain documentation to verify their identity and U.S. citizen status or, if aliens, their authorization to work in the U.S. As a consequence, I understand that any offer of employment or contract for services to me by Wadhams Enterprises, Inc. is contingent upon my ability to produce the required documentation within the time period required by law.

_____ I understand that, in consideration of all employees and contractors, smoking is permitted in designated areas and at designated times only and agree to comply with this policy.

_____ I understand that this application is not, and is not intended to be, a contract of employment or contract for services and that any resulting employment or contract relationship is for no fixed period of time and is terminable at any time and for any reason by Wadhams Enterprises, Inc., or by me. I further understand that statements which may be contained in policies, practices, handbooks, or other Wadhams Enterprises, Inc. material do not create any guarantee of employment or contract for services and that Wadhams Enterprises, Inc. has the right to modify, amend, or terminate policies, practices, benefit plans, or other programs within the limits and requirements imposed by law. I understand that no representative of Wadhams Enterprises, Inc., other than an officer, has the authority to enter into any agreement for any specific period of time or to make any agreement contrary to the foregoing and that any such agreement must be in writing to be binding on Wadhams Enterprises, Inc..

Certification and Signature

I have read the above Notice Regarding Background Reports provided to me by ("Prospective Employer") and I understand that if I sign this consent form, I authorize ("Prospective Employer") and its employees, authorized agents, and/or affiliates to obtain the information authorized above. By inputting my signature, I certify that the information provided on this document is true and correct and that these signatures can act as my signature on this application.

Applicant Signature: _____

Date: _____



Wadhams Enterprises Inc.

ARG TRUCKING, CORP., EARL T. WADHAMS, INC., RIST TRANSPORT, LTD./HOWARDS

369 Bostwick Road, Phelps, New York 14532

Phone: (315) 789-8871 ext. 1178

FAX: (315) 781-2091

I hereby authorize you to release all information regarding my services while in your employ for the purposes of investigation. In addition, you may release any positive control substance test, alcohol, refusal to be tested at any determination for assistance. You are released from any and all liability, which may result from furnishing such information to Wadhams, Inc. I understand I have the right to review the information obtained from previous employers and have the right to correct errors in that information. I also hereby authorize Wadhams Enterprises, Inc. to perform USIS background checks on myself.

Applicant's Signature: _____	Birth Date: _____	Date: _____
Applicants Name (print): _____	SS#: _____ - _____ - _____	DL# _____ - _____ - _____

OFFICE USE ONLY BELOW

Employer: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Title/Position: _____

1. Dates of Employment -- from: ___/___/___ to: ___/___/___ (circle 1) Voluntary / Forced Term.

2. Job Title: _____

3. Reason for Separation: ___ Quit ___ With Notice ___ Discharged ___ Lay Off ___ Military Duty

4. Would you rehire? Yes: ___ No: ___ If No, why not? _____

CONFIDENTIAL REPORT OF PERSONAL CONDUCT

Please indicate your opinion by placing a check (✓) in the appropriate column

CHARACTERISTICS	EXCELLENT	GOOD	FAIR	POOR
Disposition, Tact, Ability to get along with others				
Initiative, Resourcefulness				
Attitude				
Paperwork				
General conduct				

Any other remarks: [including incidents, claims & performance]

Signature of preparer: _____ Print Last Name: _____ Date: _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

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 or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 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 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 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.

• 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 1-888-567-8688.

• 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.

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:

TYPE OF BUSINESS:	CONTACT:
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 1-800-613-6743
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 of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

NEW YORK CORRECTION LAW
ARTICLE 23-A
LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY
CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

751. Applicability.

752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

753. Factors to be considered concerning a previous criminal conviction; presumption.

754. Written statement upon denial of license or employment.

755. Enforcement.

§750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) "Public agency" means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) "Private employer" means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) "Direct relationship" means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) "License" means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that "license" shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) "Employment" means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that "employment" shall not, for the purposes of this article, include membership in any law enforcement agency.

§751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited. No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual's having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of "good moral character" when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) There is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or
- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.

Wadhams Enterprises runs a criminal background check on all applicants. These reports are requested through HireRight Inc. Applicants may inspect and receive a copy of such reports by contacting:

HireRight, Inc. Corporate Headquarters
P.O. Box 33181
Tulsa, OK 74153
Tel: (800) 381-0645 (US and Canada)
Office Hours: (M-F 8 am - 5 pm Central)