

AIM NATIONALELEASE

1500 Trumbull Avenue Girard, OH 44420
 (330) 759-0438 (800) 321-9038

APPLICATION FOR EMPLOYMENT: Office

Please Note: This application must be filled out completely or it will not be processed

EQUAL OPPORTUNITY EMPLOYER

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, military status or the presence of a disability. The Age Discrimination in Employment Act of 1967 prohibits discrimination on the bases of age with respect to individuals who are at least 40.

POSITION APPLIED FOR: _____ **Date of Application:** _____

GENERAL INFORMATION

Name: _____ Phone: _____ SS#: _____
 Address: _____ City: _____
 State: _____ Zip: _____ How long have you lived at this address? _____

REFERRAL SOURCE

_____	Walk In	_____	School: _____
_____	Employee: _____	_____	Job Fair: _____
_____	Advertisement: _____	_____	Staffing Agency: _____
_____	www.aimntls.com	_____	Government Employment Agency
_____	Other Internet Site: _____	_____	Other: _____

Have you worked for this company before? _____ Where? _____
 Dates: From _____ To _____ Rate of Pay? _____ Position? _____
 Reason for leaving? _____

Have you submitted an application for this company before? _____ When? _____ What Position? _____

Are you currently employed? _____ If not, how long since leaving your last employer? _____
 Who referred you? _____ Rate of Pay expected? _____

Are you able to perform the requirements of the position as they have provided / described to you? _____
 Are you able to meet the attendance requirements of the position as they have been described to you? _____
 Are you able to work overtime if needed? _____
 Are you able to travel if it is needed? _____ Will you relocate if the job requires it? _____
 Are you related to an Aim Employee? _____

If necessary, the best time to call you at home is? _____
 May we contact you at work? _____ What is that phone number? _____
 What date would you be available for work? _____ What is your desired salary / wage? _____ / _____

Have you ever been convicted of, pled "guilty" to or "no contest" to a misdemeanor or felony? _____ Date? _____

If you are under 18 years old, are you able to furnish a work permit if required? _____
 Do we have Permission to run your MVR? Yes or No. Driver License Number _____ State _____

PREVIOUS EMPLOYMENT RECORD

Information must be complete for the application to be processed.

If a former employer is no longer in business, in addition to the information provided below, please provide W-2's, 1099's and references.

Most Recent Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
 Address: _____ City/State: _____ Zip: _____
 Position Held: _____ Date Started: _____ Date Left: _____
 Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
 Address: _____ City/State: _____ Zip: _____
 Position Held: _____ Date Started: _____ Date Left: _____
 Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
 Address: _____ City/State: _____ Zip: _____
 Position Held: _____ Date Started: _____ Date Left: _____
 Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
 Address: _____ City/State: _____ Zip: _____
 Position Held: _____ Date Started: _____ Date Left: _____
 Reason for Leaving? _____ Salary? _____

Next Previous Employer:

Name: _____ Phone: _____ Supervisor's Name: _____
 Address: _____ City/State: _____ Zip: _____
 Position Held: _____ Date Started: _____ Date Left: _____
 Reason for Leaving? _____ Salary? _____

Please explain any gaps in your employment, other than those due to personal illness, injury or disability. _____

Have you ever been fired from, or asked to resign from a job? _____ If yes, please explain: _____

Summarize any special training, skills, licenses and certificates that may help your perform the requirements of the position for which you are applying. _____

Computer Skills:

_____ Word Processing _____ Internet _____ Spreadsheet
 _____ Presentation _____ Email _____ Other: _____

TO BE READ AND SIGNED BY APPLICANT

I certify that all information I have provided in order to apply for and secure work with Aim Leasing is true, complete and correct.

I expressly authorize, without reservation, you to make such investigations and obtain information from all references, employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in the application, resume' and interview process. I hereby waive any and all rights and claims I may have regarding the employer, its' agents, employee or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations and organizations for furnishing such information about me.

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

I agree to furnish such additional information as may be requested and to willingly submit to any examination NOW OR IN THE FUTURE as may be required to obtain and to continue employment which could include, but not be limited to, a D.O.T Physical, Drug Screen and/or written test. Positive findings on a drug screen would make the driver/applicant ineligible to drive and/or work.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by an executive of the company.

I understand that I may only hold one Commercial Drivers License, that this license must be issued by the state I reside in and I agree to comply with these federal requirements.

I understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws requires me to complete an I-9 Form in this regard.

I agree to these conditions of employment and if employed, agree to abide by any and all company rules during employment.

This certifies that I have read and understand the preceding paragraphs and agree to any and all terms of employment contained in them. This certifies that this application was completed by me and that all entries on it and all information in it are true and complete.

Signed: _____

Date: _____

REQUEST FOR CHECK OF DRIVING RECORD

****CDL Holder ONLY**** Date of Birth _____ SSN# _____ LICENSE NO. _____

I hereby authorize you to release the following information to _____ for purposes of
(Prospective Employer)
 investigation as required by Sections 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability, which may result from furnishing such information.

Applicant Please Sign & Date:

(Applicant's Signature) _____
(Date)

In accordance with the provisions of Sections 604 and 607 of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter 1, of Public Law 104-208), I hereby certify the following:

1. the consumer (applicant) has authorized, in writing, the procurement of this report;
2. the consumer (applicant) has been informed in a separate written disclosure that a consumer report may be obtained for employment purposes;
3. the information requested below will be used for a "permissible purpose" (i.e., information for employment purposes) and will be used for no other purpose;
4. the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and
5. before taking an adverse action based in whole or in part on the report the consumer (applicant) will receive a copy of the requested report and the summary of consumer rights as provided with the report by the consumer reporting agency.

I also hereby certify that this report request and the above applicant's release notice meet the definition of "permissible uses" of state motor vehicle records under the provisions of the Driver's Privacy Protection Act of 1994 (Public Law 103-322, Title XXX, section 300002(a)).

(Signature of Requester) _____
(Date)

TO: _____

DEAR SIR/MADAM:

The following named person has made application with our company for the position of _____
 _____. In accordance with Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

The following named person is employed with our company in the position of _____
 . In accordance with Section 391.25, Federal Department of Transportation Regulations, please furnish the undersigned with the employee's driving record for the past year.

NAME OF APPLICANT/DRIVER _____

ADDRESS _____
(Number & Street) _____ (City) _____ (State) _____ (Zip) _____

FORMER ADDRESS _____
(Number & Street) _____ (City) _____ (State) _____ (Zip) _____

REQUESTED BY _____
(Name of Company) _____ Aim NationalLease / Aim Dedicated Logistics
(Typed Name)

(Address) _____ (Title)

(City) _____ (State) _____ (Signature)

REQUEST FOR INFORMATION FROM PREVIOUS EMPLOYER

I hereby authorize the addressed individual, company, or institution to furnish Aim Leasing Company with any information it may have concerning me which is on record or otherwise, and do hereby release the addressed individual, company, or institution and all individuals connected therewith, including Aim Leasing Company, from all liability for any damage whatsoever incurred in furnishing such information.

Signed: _____
 Social Security # _____

Mail To:

_____ has applied for the position of _____
 with Aim Leasing Company, and has listed you as a former employer. As a part of our employment procedure, your answers to the following questions would be appreciated.

Employment Dates: From _____ To _____

Position: _____

Reason(s) for Leaving: _____

	EXCELLENT	GOOD	FAIR	POOR
Attendance				
Attitude				
Work Performance				
Character				

Would you rehire? () Yes () No, Please Explain:

Any other: _____

Signed: _____ Title: _____ Date: _____