

# APPLICATION FOR EMPLOYMENT



PERSONAL:

## Overdrive Logistics, Inc.

*An Equal Opportunity Employer*

Last Name	First	Middle	Date
Street Address		Apt. #	Home Phone
City, State, Zip		E-Mail:	Cell Phone
Is there any reason you cannot be at work every scheduled day and work a full day? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes explain:			Business Phone
Have you ever applied for employment at Overdrive Logistics, under another name? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: Month and Year Name			Salary Requested
When will you be available for work?			Will you work overtime/weekends, if asked? <input type="checkbox"/> Yes <input type="checkbox"/> No
How did you learn of our organization? (internet, employee referral, etc...)			
Source:		Employee Referral:	
Are you legally eligible for employment in the United States?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>POSITION DESIRED:</b>	<input type="checkbox"/> Accounting	<input type="checkbox"/> Dispatch	<input type="checkbox"/> Other
	<input type="checkbox"/> Ops Support	<input type="checkbox"/> Sales	
Have you been fired, discharged, or asked to resign from any job within the past 7 years?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any friends or relatives working for Overdrive Logistics or a competitor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Name:	Position:	Relationship:	
I understand that if an offer is extended a background check and drug screen will be conducted:			<input type="checkbox"/> Yes <input type="checkbox"/> No

## EDUCATION:

	Name & Location of School	Course of Study	No. of Yrs. Completed	Did you graduate?	Degree or Diploma
<input type="checkbox"/> High School					
<input type="checkbox"/> Business/Trade Technical					
<input type="checkbox"/> College					
<input type="checkbox"/> Graduate					

Are you prohibited or limited in your performance of any job duties for our company by any covenants, a non-compete, confidentiality agreement or other contractual obligations with another company?  Yes  No

**Computer Skills:** Do you have extensive computer experience?  Yes  No

Please specify other relative training or skills (language, training, operations, etc., )

Programs used:

Typing Speed (WPM):

*Overdrive Logistics acknowledges the "Americans with Disabilities Act of 1990" and will provide Reasonable Accommodation to all disabled persons. Overdrive Logistics acknowledges "Title VII of the Civil Rights Act of 1964" and is an EEOC employer.*

**EMPLOYMENT HISTORY:** Please give accurate employment records for the past 10 years. Start with your present or most recent employer.

Company Name	Telephone
Address	From / / TO / /
Name of Supervisor	Can we contact this employer/ previous employer ?
State Job Title and Description	
Reason for Leaving	Eligible for rehire: <input type="checkbox"/> Yes <input type="checkbox"/> No If no,
Company Name	Telephone
Address	From / / TO / /
Name of Supervisor	Can we contact this employer/ previous employer ?
State Job Title and Description	
Reason for Leaving	Eligible for rehire: <input type="checkbox"/> Yes <input type="checkbox"/> No If no,
Company Name	Telephone
Address	From / / TO / /
Name of Supervisor	Can we contact this employer/ previous employer ?
State Job Title and Description	
Reason for Leaving	Eligible for rehire: <input type="checkbox"/> Yes <input type="checkbox"/> No If no,

# CERTIFICATION:

*I certify that all statements on this application are true and hereby grant Overdrive, permission to verify such answers. I hereby authorize all my previous employers and references to furnish any information concerning my employment record, or personal character. I hereby release all such persons from liability or damages incurred as a result of inquiry and furnishing this information. I understand and agree that falsification of facts on this application is grounds for termination of employment and rejection of this application. I also understand that, subsequent to being employed, Georgia is an at will state and I may be dismissed with or without cause within the right of law. I authorize Overdrive Logistics, to provide my employment record in whole or in part and in confidence to any prospective employer, government agency or other party with legal and proper interest.*

*Print Name:* \_\_\_\_\_

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

*Signature :* \_\_\_\_\_