

GENERAL

Subjects of special study, research work, or special training / skills ? _____

U.S. Military or Naval Service:

Rank:

FORMER EMPLOYERS*List below current and last three employers, starting with most recent one first. Please include any non-paid/volunteer experience which is related to the job for which you are applying. Please complete even if you attach a resume.*

Date (MM/YYYY)

From	Current employer (Name and Address of Employer – Type of business)	Salary or Hourly Ending _____	Position	Reason for Leaving
To		If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we Contact?	
From	Previous employer (Name and Address of Employer – Type of business)	Salary or Hourly Ending _____	Position	Reason for Leaving
To		If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we Contact?	
From	Previous Employer (Name and Address of Employer – Type of business)	Salary or Hourly Ending _____	Position	Reason for Leaving
To		If hourly, average # of hours per week _____		
Duties Performed				
Supervisor's Name		Phone Number	May we Contact?	

PERSONAL REFERENCES

Give the names of three references, not related to you, whom you have known at least one year.

	Name	Address & Phone Number	How do you know this person?	Years Acquainted?
1.				
2.				
3.				

I hereby authorize North Coast Lift Truck, Inc. to thoroughly investigate my background, references, employment record and other matters related to my suitability for employment. I authorize persons, schools, my current employer (if applicable), and previous employers and organizations contacted by North Coast Lift Truck, Inc. to provide any relevant information regarding my current and/or previous employment and I release all persons, schools, employers of any and all claims for providing such information. I understand that misrepresentation or omission of facts may result in rejection of this application, or if hired, discipline up to and including dismissal. I understand that I may be required to sign a confidentiality and/or non-compete agreement, should I become an employee of North Coast Lift Truck, Inc. I understand that nothing contained in this application, or conveyed during any interview, which may be granted, is intended to create an employment contract. I understand that filling out this form does not indicate there is a position open and does not obligate North Coast Lift Truck, Inc. to hire me. ***I understand and agree that my employment is at will, which means that it is for no specified period and may be terminated by me or North Coast Lift Truck, Inc. at any time without prior notice for any reason.*** I understand that just as I am free to resign at any time, North Coast Lift Truck, Inc. reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of North Coast Lift Truck, Inc. has the authority to make any assurances to the contrary. I hereby release from liability North Coast Lift Truck, Inc. and its representatives for seeking such information, and all other persons, corporations or organizations for furnishing such information. This application is current for 12 months. At the conclusion of this time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to fill out a new application.

I understand that any offer of employment is contingent upon a medical evaluation that I am able to perform the essential functions of the job, with or without reasonable accommodation, and as part of that medical evaluation, I will be required to pass a drug screen.

I certify that all statements herein are true and it is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the service of North Coast Lift Truck, Inc. if I have been employed.

If you are filling out this application electronically, it is understood and agreed upon that a typed name is a verified signature.

Signature of Applicant _____

Date ____ / ____ / ____



DISCLOSURE REGARDING CONSUMER REPORTS

Please be advised that one or more consumer reports may be obtained by North Coast Lift Truck, Inc. and/or its parent, affiliate, or subsidiary companies (collectively, “North Coast Lift Truck, Inc.”) for employment purposes prior to any offer of employment and prior to other employment decisions including decisions regarding promotion, reassignment or retention as an employee. These consumer reports may contain information concerning your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living.

These consumer reports may also include investigative consumer reports, including information obtained through interviews and concerning your character, general reputation, personal characteristics, and mode of living. If North Coast Lift Truck, Inc. obtains an investigative consumer report, you may request in writing a complete and accurate disclosure of the nature and the scope of the investigation requested in the investigative consumer report. You may also request, in writing, a written summary of your rights under the Fair Credit Reporting Act.

Please sign the “Consent To Obtaining Consumer Reports” below to indicate that you authorize North Coast Lift Truck, Inc. to obtain these reports for employment purposes.

CONSENT TO OBTAINING CONSUMER REPORTS

READ CAREFULLY BEFORE SIGNING

1) I have read the above “Disclosure Regarding Consumer Reports” and hereby authorize North Coast Lift Truck, Inc. and/or its parent, affiliate, or subsidiary companies (collectively, “North Coast Lift Truck, Inc.”) to obtain consumer reports, including investigative consumer reports, concerning me for employment purposes, which purposes include evaluating me for employment, promotion, reassignment or retention as an employee, or any other employment purpose, at all times during the pendency of my employment application and, if I am hired, throughout the duration of my employment period. If I am hired, this authorization shall remain on file and shall serve as ongoing authorization for North Coast Lift Truck, Inc. to procure consumer reports, including investigative consumer reports, for lawful purposes at any time during my employment period.

2) I hereby authorize any present or former employers, consumer reporting agencies, educational institutions, criminal justice agencies, departments of motor vehicles, public agency, financial institutions, or any other person or agency having knowledge of me to relate information or opinions about myself, including data received from other sources, in order that I may be evaluated for employment purposes. I hereby release these persons and/or organizations from any and all liability for damages of whatever kind of nature, whether known or unknown, which may at any time accrue to me on account of information obtained pursuant to this authorization.

Social Security Number

Signature

Drivers License Number

Print Name

Date



REFERENCE RELEASE FORM



Former Employer: _____

Applicant Name: _____

Social Security No.: _____ Dates Employed: _____

The above named applicant is being considered for employment with North Coast Lift Truck, Inc. and has listed your organization as a former employer. When it comes to hiring a new employee, there is no question that input from a former employer is invaluable. As a leading Distributor in the Material Handling Industry, it is crucial that each employee we hire has the right qualifications and work experience to perform as needed. We would greatly appreciate your completing this Verification and Reference Check form and returning it to us. Thank you for your contribution to the North Coast Lift Truck, Inc. Employment Quality Assurance Process.

Applicant's Authorization

I consent to and authorize the above named former employer, and its agents and employees, to furnish any reference information concerning me, including achievement, wage history, performance, attendance, personal history, disciplinary information and reason for separation of employment, relating to my employment with the former employer. It is expressly understood that any information given is to be used for the purpose of determining my acceptability for employment. I also hereby release the above named former employer, and its agents and employees, from all liability for damages or claims, including, but not limited to defamation, interference with contract, or prospective economic advantage and negligence, I have or may have which arise or result from any reference information provided pursuant to this authorization or any attempts to comply with this information.

Signature _____ Date _____

-----APPLICANT DO NOT WRITE BELOW THIS LINE-----

Record of Employment

Position held: _____ Dates Employed: _____

Summary of essential duties: _____

Reason for leaving: _____

Salary at termination: _____ Eligible for rehire Yes ___ No ___

Evaluation 5 = Greatly exceeded expectations, 4 = Somewhat exceeded expectations, 3 = Met expectations, 2 = Failed to meet expectations, 1 = Unacceptable, 0 = Not applicable

	5	4	3	2	1	0	Additional Comments:
Attendance	____	____	____	____	____	____	_____
Punctuality	____	____	____	____	____	____	_____
Quality of Work	____	____	____	____	____	____	_____
Productivity	____	____	____	____	____	____	_____
Job Knowledge	____	____	____	____	____	____	_____
Accuracy	____	____	____	____	____	____	_____
Adaptability	____	____	____	____	____	____	_____
Initiative	____	____	____	____	____	____	_____
Dependability	____	____	____	____	____	____	_____
Attitude	____	____	____	____	____	____	_____
Overall Performance	____	____	____	____	____	____	_____
Comments	_____						

Signature _____ Title _____ Date _____