

# CHEROKEE

## TRUCK EQUIPMENT

Cherokee Truck Equipment, LLC  
An Equal Opportunity Employer

Employment Application  
Today's Date: \_\_\_\_\_

The law prohibits discrimination because of age, sex (pregnancy), religion, race, color, national origin, disability, genetic information, uniformed service member status, or veteran status.

### Personal and General Information:

Last Name: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Area Code/Telephone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Are you 18 years of age or older?

Yes  No

Are you either a U.S. citizen or an alien authorized to work in the U.S.?

Yes  No

Have you ever been convicted of a crime? (You may omit any misdemeanors and minor traffic violations or arrests without convictions. Include convictions by general court-martial while in military service.) Conviction of a crime is not automatic ban to employment – all circumstances will be considered.

Yes  No

Date	Charge	Place	Court

## Position Desired

Position: \_\_\_\_\_

Please indicate source of referral to Cherokee Truck Equipment, LLC (CTE):

\_\_\_\_\_

Have you ever been employed with CTE? \_\_\_\_\_

IF yes, please give the dates of employment: \_\_\_\_\_

List three (3) persons, other than relatives or former employers, whom we may contact for a personal reference.

Name:	Address	Area Code/Telephone

## Education

Schools Attended	School Name and Address	Did You Graduate?	Grade-Point Average	Degree Received
High School				
Trade or Technical				
Undergraduate				
Graduate				
Post-graduate				

Passed GED?

Yes  No      Date: \_\_\_\_\_

If you have not completed high school, please circle highest grade completed:  
6 7 8 9 10 11

## U.S. Military Service

Did you ever serve in the Armed Forces:      Yes: \_\_\_\_\_      No: \_\_\_\_\_

Date of service: From: \_\_\_\_\_      To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_

## Employment History

Employer(Present or Most Recent)		Street Address, City, State, Zip
Your Job Title	Pay Rate Begin:                      End:	Supervisors Name and Title
Description of your duties		Employment dates: From (mo./yr)                      To: (mo./yr.)
		May we contact you at your present place of employment: Yes:_____ No:_____
Reason for leaving		May we contact your present employer for a reference? Yes: _____ No:_____
		If yes, please provide name and phone number of contact.

Employer		Street Address, City, State, Zip
Your Job Title	Pay Rate Begin:                      End:	Supervisors Name and Title
Description of your duties		Employment dates: From (mo./yr)                      To: (mo./yr.)
		May we contact you at your present place of employment: Yes:_____ No:_____
Reason for leaving		May we contact your previous employer for a reference? Yes: _____ No:_____
		If yes, please provide name and phone number of contact.

Employer		Street Address, City, State, Zip
Your Job Title	Pay Rate Begin:                      End:	Supervisors Name and Title
Description of your duties		Employment dates: From (mo./yr)                      To: (mo./yr.)
		May we contact you at your present place of employment: Yes:_____ No:_____
Reason for leaving		May we contact your previous employer for a reference? Yes: _____ No:_____
		If yes, please provide name and phone number of contact.

Employer		Street Address, City, State, Zip
Your Job Title	Pay Rate Begin:                      End:	Supervisors Name and Title
Description of your duties		Employment dates: From (mo./yr)                      To: (mo./yr.)
		May we contact you at your present place of employment: Yes:_____ No:_____
Reason for leaving		May we contact your previous employer for a reference? Yes: _____ No:_____
		If yes, please provide name and phone number of contact.

## Hiring and Employment Policies

Thank you for considering Cherokee Truck Equipment, LLC as a potential employer. Here we have provided a checklist of important components of the hiring process. Please review these policies and check the box at the left to note that you have read and understand them.

- Cherokee Truck Equipment, LLC is an equal employment opportunity employer which selects the individual who is the best match for a position based on job-related qualifications, without regard to race, color, creed, sex, national origin, religion, sexual preference, age, disability, or other protected group status.
- If you are the successful applicant for this position or for any other position, a Cherokee Truck Equipment representative will contact you by telephone, letter, or email to extend an offer of employment to you.
- Like substantially all American employers, Cherokee Truck Equipment employs its personnel "at will." This means that you are free to leave your employment with Cherokee Truck Equipment at any time, and Cherokee Truck Equipment is free to terminate your employment at any time. The period upon which compensation is based, e.g., hourly, monthly, annually, does not modify an employee's at will status.
- Cherokee Truck Equipment embraces a zero tolerance policy on harassment. This means that any harassment of fellow employees, customers, vendors, or anyone associated in any way with Cherokee Truck Equipment is strictly prohibited. All complaints of harassment will be promptly, fully and fairly investigated. Persons found guilty of harassment of any kind including, without limitation, harassment based upon gender, race, or sexual orientation, are subject to discipline up to and including discharge.
- Any modifications of the standard policies of Cherokee Truck Equipment must be approved in writing by the President of the Company. Any modifications related to your employment should be in writing signed by you and the President.
- Any intentional falsification, misrepresentation, or distortion made in any company document, including employment applications, is grounds for immediate discharge.
- All policies of Cherokee Truck Equipment are in writing. They are contained in the employee handbook. You should not rely upon any oral representations made to you by anyone in the company, if the representation is contrary to the written policy.
- Drug and alcohol abuse is, sadly, widespread throughout the country costing employers millions of dollars annually in medical costs, lost productivity, and the like. Cherokee Truck Equipment therefore requires all new employees to pass an initial drug screening prior to employment. The Company may at any time ask you to submit to a random drug test. Likewise, if Cherokee Truck Equipment ever has reason to suspect your use of illegal drugs or misuse of legal ones, or your use of alcohol during work hours, Cherokee Truck Equipment has the right to require you to submit to drug and/or alcohol testing. If any employee identifies a problem with substance abuse and is committed to seeking treatment, the employee may consult privately with the HR Manager.

I hereby acknowledge that I understand the foregoing policies and principles, and have indicated my understanding by checking the appropriate boxes. I understand that compliance with the foregoing, as applicable, is a material term and condition of my employment.

Applicant's Signature: \_\_\_\_\_

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



I hereby consent to submit to urinalysis and/or other tests as shall be determined by Cherokee Truck Equipment, LLC in the selection process of applicants for employment, for the purpose of determining the drug content thereof.

I agree that the collection center chosen by the Company may collect these specimens for these tests and may test them or forward them to a testing laboratory designated by the company for analysis.

I further agree to and hereby authorize the release of the results of said tests to Cherokee Truck Equipment, LLC.

I understand that it is the current illegal use of drugs and/or abuse of alcohol that prohibits me from being employed at Cherokee Truck Equipment.

I further agree to hold harmless the Company and its agents (including the collection center) from any liability arising in whole or part out of the collection of specimens, testing, and use of the information from said testing in connection with the Company's consideration of my employment application.

I further agree that a reproduced copy of this pre-employment consent and release form shall have the same force and effect as the original.

I have carefully read the foregoing and fully understand its contents. I acknowledge that my signing of this consent and release form is voluntary act on my part and that I have not been coerced into signing this document by anyone.

Applicant:  
Print Name \_\_\_\_\_

Applicant:  
Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Printed Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_