

# Application For Employment General Personnel

For Employment With  
COOLEY TRANSPORT INC.  
3637 PEPPERTOWN ROAD  
FULTON, MS 38843

This transportation company is an equal opportunity employer in compliance with all Federal and State equal employment opportunity laws. Consideration of qualified applicants for any position is made without regard to the applicant's sex, race, color, national origin, marital status, age, religion or non-job related disability.

Date \_\_\_\_\_

Position(s) Applied For \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_  
Street City State Zip

Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Previous Address \_\_\_\_\_ How Long \_\_\_\_\_

(Go Back 3 years) Street City State Zip

Address \_\_\_\_\_ How Long \_\_\_\_\_  
Street City State Zip

Can you legally be employed in the United States? \_\_\_\_\_ Do you have any proof of age? \_\_\_\_\_  
Required for commercial drivers

Have you ever been employed by this company before? \_\_\_\_\_ If so, When? \_\_\_\_\_

What was your rate of pay? \_\_\_\_\_ Position Held? \_\_\_\_\_

Reason for leaving \_\_\_\_\_

Currently \_\_\_\_\_ May we contact your present employer? \_\_\_\_\_

If not, How long since you were last employed? \_\_\_\_\_ What pay rate are you expecting? \_\_\_\_\_

How did you hear about this company? \_\_\_\_\_

After reviewing the job description, for what reasons might you be unable to perform the duties of the position for which you are applying? You may explain.

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# Employment History Past 10 Years

Please give the following information regarding your current and previous employers. Start with the most recent. Use additional sheets if necessary and please explain any employment gaps.

Employer:	Contact:	Phone:
Date: From: ___/___/___ To: ___/___/___	Address: _____ City: _____ State: _____ Zip: _____	
Position: _____	Reason for Leaving: _____	
Salary: _____		

Employer:	Contact:	Phone:
Date: From: ___/___/___ To: ___/___/___	Address: _____ City: _____ State: _____ Zip: _____	
Position: _____	Reason for Leaving: _____	
Salary: _____		

Employer:	Contact:	Phone:
Date: From: ___/___/___ To: ___/___/___	Address: _____ City: _____ State: _____ Zip: _____	
Position: _____	Reason for Leaving: _____	
Salary: _____		

Employer:	Contact:	Phone:
Date: From: ___/___/___ To: ___/___/___	Address: _____ City: _____ State: _____ Zip: _____	
Position: _____	Reason for Leaving: _____	
Salary: _____		

Please use this space for comments, additional information, or to explain periods of time between employers.

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# Education And Training

Please provide the following information about completed education, starting with the most recent.

School or University	Years Completed	Field of Study	Graduate? (yes or no)	When

Have you ever served in the military? \_\_\_\_\_ If so, when and what branch? \_\_\_\_\_

Please list any training you have recieved that you think will benefit you in the position for which you are applying. \_\_\_\_\_

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Please provide three personal references. These references should not be people related to you nor former

Name	Years Known	Phone Number

Please use the following space to list any experience or knowledge you have, not mentioned previously, special accomplishments, or comments you would like us to consider.

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## Carefully Read The Following And Sign

By signing this statement, I certify that this employment application has been completed by me, and all of the entries provided are true, complete, and accurate, to the best of my knowledge. By signing below I also authorize this company to make such inquiries into my employment, financial, personal, or medical history as might be needed to make an employment decision. I understand that inquiries into my medical history are generally made after a job offer is made.

I hereby release my former employers, healthcare providers and schools from any and all liability in making response to these inquiries and from releasing the requested information.

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

\_\_\_\_\_  
Date

(Do not write below this line - Office use only)

## Interview Notes

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

Interviewer: \_\_\_\_\_

Comments:

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## Application Results

Hired or Rejected? \_\_\_\_\_ Hire Date: \_\_\_\_\_ Position: \_\_\_\_\_

If rejected, why? \_\_\_\_\_

Date to Start: \_\_\_\_\_ Starting Pay: \_\_\_\_\_

Comments, Complaints, Etc. : \_\_\_\_\_

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Termination Date: \_\_\_\_\_ Quit or Dismissed? \_\_\_\_\_ Why? \_\_\_\_\_