



14B Martha Avenue
Mount Uniacke, NS B0N 1Z0
902-407-5300

Driver Applicant

Thank you for choosing Added Touch Towing & Recovery Incorporated further your driving career. In order to make your application process as simple as possible, please read this handout carefully. It will provide you with all the information needed to prepare for our hiring process. Our goal is to make all employees successful. We look forward to having you as part of our team.

Enclosed please find our job application. Please complete in full email it back to me at char@addedtouchtowing.com or you can drop it off at our office at the address above. We will need the following documents included with your application.

- Current copy of your commercial driver's license abstract (no more than 2 weeks old).
- A clear photocopy of your driver's license both front and back

PLEASE NOTE: We require 5 years of commercial driving work history and 3 years commercial Canadian driving history. Also, please include the contact information for 3 past employers telephone numbers.

Should you have any further questions/ concerns, please feel free to contact me directly. We look forward to reviewing your information for a Commercial Driver with our company.

Regards,

Charmaine St Peters

Controller/HR

Cell: 902-579-0505

OfficeL 902-407-5301

E-mail char@addedtouchtowing.com

Added Touch

Towing & Recovery Inc.

MINIMUM STANDARDS

We have recently changed our minimum standards for driver requirements. The following minimum standards must be met before an individual will be considered for a driving position.

1. Minimum 25 years of age with a valid Commercial Driver's License:
 - a. Class 1 - For Tractor Trailer position
 - b. Class 3 - For Tandem & Dump Truck position
 - c. Class 5 with Air Brakes for Single Axel Truck position
2. Minimum 5 years' work experience driving a commercial truck
3. Minimum 3 years' Canadian Commercial driving experience.
4. Current Commercial Driver's Abstract with NO alcohol convictions in previous 5 years;
5. Ability to provide a list of previous and current employer(s) for use as references. (Minimum 3)

PRE-QUALIFICATION DOCUMENTS

1. Fully completed Driver Recruitment Form (page 3). A resume is not a substitute for the application although it may be included with the completed application form.
2. An original Commercial Drivers Abstract. The abstract must be no more than two (2) weeks old from the date of completion of the Driver Recruitment Form, and must show no alcohol convictions in the previous five (5) years, and no more than two (2) moving violations within the last year.
3. A legible Photostat copy (front & back) of your Provincial Driver's License.
4. You will be asked to complete a Driver Disclosure of License Form.

Once you have submitted this documentation, we will begin to assess your suitability as a driver for Added Touch Towing & Recovery Incorporated. If you are chosen we will contact you to arrange a road test. If you successfully complete and meet all our other requirements you will be considered to be hired! Failure to disclose or omit any pertinent information will disqualify you from being hired.

APPLICATION FOR EMPLOYMENT

(Please print only)

Name: _____
First Middle Initial Last

Address: _____
Street Address City Province Postal Code

Phone Number: _____ Cellular #: _____

Previous Address if less than two (2) years: _____

Date of Birth: _____
(DD/MMM/YYYY)

Driving Experience

<u>Class of Equipment</u>	<u>List types of Cargo for each class of Equipment</u>	<u>Years of Experience</u>
Straight Truck		
Tractor Trailer		
Tandem		
Dump Truck		
Other		

Accident Record

(Attach sheet if more space is needed)

Dates	Nature of Accident	Fatalities	Injuries

Traffic Convictions and Forfeitures for the Past 3 Years

(Other than parking violations -- attach sheet if more space is needed)

Location	Date	Charge	Penalty

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes No

B. Has any license, permit or driving privilege ever been suspended or revoked? Yes No

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH STATEMENT GIVING DETAILS.

Employment Record

(Please print only)

(Attach sheet if more space is needed)

Current Employer: Name: _____
Address _____
Position Held: _____ from: _____ to: _____
Contact: _____ Phone Number: _____
May we contact your current employer for a reference check? Yes _____ No _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Employment Record.....continued

(Attach sheet if more space is needed)

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

Previous Employer: Name: _____
Address: _____
Position Held: _____ From: _____ To: _____
Contact: _____ Phone Number: _____
Reason for Leaving: _____

TO BE READ AND SIGNED BY APPLICANT

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

(Date)

(Applicant's Signature)

DRIVER DISCLOSURE OF LICENSE

(Please print only)

NAME OF APPLICANT:

CARRIER: *Added Touch Towing & Recovery Incorporated 14B Martha Avenue Mount Uniacke NS*

DECLARATION

I _____ (please print) hereby disclose the only jurisdiction in which I am licensed, the class of license held, whether or not the license is suspended, and the name in which the license is issued.

Name of License Holder: _____

Driver's License Number: _____

Province: _____ Class: _____ Restrictions: _____

Is your license currently suspended? Yes: _____ No: _____

1. I understand that I can possess only one driver's license issued by the province/state in which I permanently reside.
2. I understand that I must inform my employer immediately of any revocation, suspension, convictions or accident while operating a motor vehicle.
3. I understand that I must immediately inform my employer of any revocation, suspension, restriction, prohibition or any other change in status to my driver's license.
4. I certify that I have read and understood the above requirement.
5. I certify that I have held a driver's license in the following province(s)/state(s) in the previous three (3) years.

Province/State

Year(s) Held

Signature

Date

Reference information

ATTN: _____

COMPANY NAME: _____ DATE: _____

FAX: _____ PHONE: _____

➔ I, _____ (please print) hereby authorize you to release the following information to Added Touch Towing & Recovery Incorporated for purpose of providing a reference pertaining to my employment with your company.

➔ _____ * **APPLICANT** Please sign, **DO NOT** fill anything else out *
(Applicant Signature)

The above named individual has applied to our company for employment as a driver. We ask you to confirm the fact that he/she worked for your company as a commercial Driver. Please the provide the dates they were employed with you

From _____ to _____

Were they employed as:

Full Time: _____ Part Time: _____ Sub Contract: _____

What type of vehicle did they drive? Choose all that apply.

Single Axel: _____ Tandem: _____ Tractor Trailer _____ Other(please explain): _____

PERFORMANCE			
Please circle All that Apply Rate According to: 1= POOR 2 = FAIR 3 = GOOD			

PUNCTUALITY 1 2 3	EQUIPMENT HANDLING 1 2 3	ATTITUDE 1 2 3
DEPENDABLE 1 2 3	PERSONAL APPEARANCE 1 2 3	COURTESY 1 2 3
CLEANLINESS 1 2 3	FINANCIALLY RESPONSIBLE 1 2 3	COMPLIANCE 1 2 3
PAPERWORK 1 2 3	LOGBOOK MANAGEMENT 1 2 3	COOPERATION 1 2 3

Load securement experience Y N Personal problems affecting work Y N

Trustworthy Y N Respectful to gear and equipment Y N

Suspect of impairments? Y N