



4605 Crossroads Industrial Drive • St. Louis, Missouri 63044
Phone: 314-739-6000 • Fax 314-739-6606

APPLICATION FOR EMPLOYMENT

AN EQUAL OPPORTUNITY EMPLOYER

All qualified applicants for employment will be given equal opportunity for consideration and selection regardless of race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law. No question on this application is intended to secure information to be used for such discrimination.

Verification of Information

The information requested on this questionnaire will be used in considering your application for employment with the AAA Trailer Services, Inc.

Any False, Misleading, Incomplete or Omitted information will be grounds to disqualify you from further consideration in the application and hiring process or to immediately terminate your employment if the information is discovered after you are hired.

DIRECTIONS

1. Type or use Ink Pen to complete this application.
2. Be certain your answers are legible.
3. Read each question carefully before answering.
4. Be certain each question is answered completely and correctly. If a question does not apply to you, write N/A in the space. Leave no blank spaces.
5. If you need additional room to answer a question, use the space provided on page 7.
6. If you require any assistance to complete this form, please contact John O'Brien at (314) 739-6000 to request an accommodation.

Kind of work desired: _____

Name (print): _____

Address: _____

City: _____ State: _____ ZIP: _____

Best phone number to contact you: _____ (this is: cell home work)

Alternate contact number: _____ (this is: cell home work)

Email address: _____

Are you legally eligible to work in the United States: Yes _____ No _____

Have you ever been convicted of a law violation (*excluding minor traffic offenses*) since age 18?

Yes _____ No _____ (*Answering yes will not automatically disqualify you from consideration for employment. Do not include information on matters that were ordered expunged, sealed or impounded*)

If Yes, please explain: _____

Who referred you to this company? _____

Names of relatives who work for this company: _____

Have you been employed by this company before? Yes _____ No _____

If so, when and in what position? _____

AVAILABILITY FOR WORK

Full Time: _____ Part Time: _____

Days: _____ Evenings: _____ Nights: _____

What is your preferred shift/hours of work? _____

When are you available to start: _____

EMPLOYMENT RECORD: (List most recent position first. Please include any gaps in employment or periods of unemployment)

Employer Name	Dates worked Month/Year	Job Description	Rate of pay Start	Rate of pay End	Reason for Leaving

Additional Information you would like us to know about your employment history, including awards and special circumstances: *(please do not include information relating to race, gender, religion, disability, genetic information, illness, age or other personal characteristics).*

MAINTENANCE EXPERIENCE & QUALIFICATIONS:

List courses and training in maintenance work:

Job Functions: (Indicate training and experience in the following)

Area	Formal Training (check)	Years of Experience	Area	Formal Training (check)	Years of Experience
Drive Line Components			Body Work		
Diesel Engine Tune-Up and Rebuild			Electrical Repair		
Gas Engine Tune-Up and Rebuild			Frame and Wheel Alignment		
Tire Service			Brakes		
Trailer Repair			Cooling System		
Air Conditioning (Cab)			Inspections (State/Federal)		
Refrigeration (Cargo)			General Car Repair		

Shop Equipment: (Indicate training and experience in the following)

Area	Formal Training (check)	Years of Experience	Area	Formal Training (check)	Years of Experience
Diagnostic Equipment (Type(s))			Tire Servicing		
Sheet Metal Equipment			Wheel & Tire Balancing Machine		
Frame & Axle Straightening Equipment			Tire Recapping		
Engine Rebuilding			Engine Dynamometer		
Diesel Injection Equipment			Chassis Dynamometer		
Electric Welder			Magnetic Crank Detector		
Oxyacetylene Welder			Engine Analyzer		
Paint Spray Gun			Noise Measuring Equipment		
Air Conditioning (Cab)			Emissions/Smoke Testing		
Refrigeration (Cargo)			Inspections (state/federal)		
ASE Certification(s) (Specify)			General Car Repair		

CLERICAL EXPERIENCE:

List courses and training in office work:

Area	Formal Training (check)	Years of Experience	Area	Formal Training (check)	Years of Experience
Typing (wpm)			Dictating Machine		
Shorthand (wpm)			Bookkeeping Machine		
Billing			Switchboard Equipment (indicate type)		
Filing			Tabulator		
Computers (indicate software)			Accounting		
Word Processing Equipment			OS&D		
Key Punch			Interline		
Calculator			Claims		
Adding Machine			Cashier		
Fax machine			Dispatcher		
Photocopier					
Rates (indicate tariffs with which you have worked)					

Additional information you would like us to know about your training, skills or capabilities, including certifications and awards: *(Please do not include information relating to race, gender, religion, disability, genetic information, illness, age or other personal characteristics).*

Use this area for any additional information that you believe is relevant to your application. You may also use this space to continue answers to any of the questions in this application. Be sure to include the number of the question you are answering. You may also attach additional sheets, if necessary. *(Please do not include information relating to race, gender, religion, disability, genetic information, illness, age or other personal characteristics).*

ACKNOWLEDGEMENT AND SIGNATURE

1. I certify that the information provided in this application is true, correct, and complete to the best of my knowledge. I understand that deliberate misrepresentation or omission of information is cause for rejection of my application or subsequent dismissal from employment.

2. I authorize AAA Trailer services to make inquiry of my present and past employers regarding my work experience and training as well as my character and integrity. I authorize the release of any and all information regarding my employment or personal history and/or any other information that may be in their records. I release employers, schools, and others from all liability in responding to inquiries or releasing information in connection with my application to AAA Trailer Services, Inc.

3. If accepted for employment, I hereby agree to comply with the rules, regulations and policies of AAA Trailer Services, Inc.

4. I understand that AAA Trailer Services, Inc. follows an employment-at-will policy, and that AAA Trailer Services, Inc. is under no obligation to hire me. If hired, AAA Trailer Services, Inc. or I may terminate my employment at any time, for any reason, consistent with applicable State or Federal Law.

Signature: _____

Print Name: _____

Date: _____

This application form was last updated 02/25/13