

# *Alliance* AG & GRAIN, LLC

## APPLICATION FOR DRIVING EMPLOYMENT

### PRE-HIRE CHECKLIST - EMPLOYMENT CONDITIONS

Thank you for considering Alliance Ag & Grain, LLC as a potential employer. Before completing the Employment Application, we wish to emphasize several points. Please check the box next to each statement and sign where indicated to acknowledge your understanding.

- Alliance Ag & Grain, LLC, is an equal employment opportunity employer, which selects the individual, it feels is the best match for the job based upon job-related qualifications, and regardless of race, color, religion, sex, gender, national origin, ancestry, age, disability, military status, genetic information or any other protected status.
- No applicant is officially considered an employee of this company until and unless he receives a letter, signed by a company official, confirming employment and the conditions of employment.
- When conditions warrant, other management personnel may be given authorization to confirm employment for a brief, interim period.
- Employment with Alliance Ag & Grain, LLC is based on the "at will" doctrine, meaning that either the employee or the employer may terminate the employment relationship E any time and for any reason.
- We hope that we never have to lay off employees. However, we have clearly established that right and will lay off employees if management feels it is best for the company.
- Alliance Ag & Grain, LLC, has an anti-harassment policy that states that harassment of any kind will not be tolerated in the workplace, and that any and all complaints of harassment will be investigated fully, fairly and quickly, and will be decisively resolved.
- Only the CEO of Alliance Ag & Grain, LLC has the authority to enter into an agreement for employment, oral modification to either employment-at-will status or to an existing hiring agreement is not valid. Should you be hired, any offers made by your supervisors are valid only if they have been approved by the CEO, in writing.
- Dishonesty in the completion of the employment application will cause it to be considered invalid. Should the dishonesty become known in the future, regardless of how much time has passes, it may be considered grounds for immediate termination.
- Although an employee's rate of compensation may be expressed in a specific time frame (i.e., \$30,000 per year or \$2,000 per month), the term "year" and "month" are not to be construed as a guarantee of employment for that period of time.
- The first part of the Employment Application is for personal identification only. The questions listed are not intended to ask for information that could be labeled as discriminatory.
- In an attempt to be fair, the Employment Application is designed to only request information that will help in determining personal identification; job-related skills, qualifications, and abilities; work history and reliability; and education.
- Company management wants to make it clear that only written policies are binding, regardless of what, and by whom, and employee may be told, only written policies are binding.
- If you are offered and accept a position with the Alliance Ag & Grain, LLC, you will be required to complete a supplemental information application, which requests additional information such as your race, sex, etc. This information on the form will not be considered in any employment decisions; it is needed for various record-keeping requirements to state and federal agencies and insurance companies to ensure we are practicing or engaging in affirmative action.
- Alliance Ag & Grain, LLC reserves the right to have employees submit to a drug test by a designated laboratory, based on cause and/or the occurrence of a workplace accident or incident, should it feel that the test is warranted and necessary. Your continued participation from this point forward gives your consent for such a test.
- You will have access to the Employee Handbook at any reasonable time.

By checking off the box next to each of the prior paragraphs, I realize that I am acknowledging my understanding of their content and agree to abide by the spirit and intent of each paragraph.

APPLICANT NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_



# *Alliance* AG & GRAIN, LLC

## APPLICATION FOR DRIVING EMPLOYMENT

### PERSONAL INFORMATION

SSN \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email \_\_\_\_\_ DOB \_\_\_\_\_  
(US DOT requirement – 391.21 (b) (2))

**If the above address is less than 3 years, list all residences for the past 3 years. Attach a separate sheet if necessary.**

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

Address: \_\_\_\_\_  
Street Address Apartment/Unit #

\_\_\_\_\_ City State ZIP Code

### POSITION INFORMATION

Are you authorized to work in the U.S.? Yes  No  Referred By: \_\_\_\_\_

State the name of any relatives, other than spouse, working for this company: \_\_\_\_\_

Position Applying For: \_\_\_\_\_ Date you can Start: \_\_\_\_\_

Desired Salary: \_\_\_\_\_

Have you previously worked for this company? Yes  No  If so, From \_\_\_\_\_ To \_\_\_\_\_

Reason for leaving: \_\_\_\_\_ Former supervisor(s): \_\_\_\_\_

### EDUCATION

Name and Location of School	Circle Last Year Completed	Did you Graduate?	Subjects Studies & Degree(s)
High School	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
College	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Trade, Business, or Correspondence School	1 2 3 4	Yes <input type="checkbox"/> No <input type="checkbox"/>	

Other Education or Training: \_\_\_\_\_

Other special skills: \_\_\_\_\_

Activities (Civic, athletic, etc.) in which you participate: \_\_\_\_\_

**EXPERIENCE & QUALIFICATIONS (ATTACH SHEET IF MORE SPACE NEEDED)**

	State	License No	Type	Expiration Date
Driver License				
Driver License				
Driver License				

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

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

*If the answer to either question is "Yes", attach a statement giving details*

**DRIVING EXPERIENCE**

Class of Equipment	Type of Equipment (Van, Tank, Flat, etc.)	From	To	Approximate Number of Miles (Total)
Straight Truck				
Tractor and Semi-Trailer				
Tractor and Two Trailer				
Other				

**ACCIDENT RECORD FOR THE PAST THREE YEARS OR MORE**

Dates	Nature of Accident	Fatalities	Injuries

**TRAFFIC CONVICTIONS FOR PAST THREE YEARS (OTHER THAN PARKING VIOLATIONS)**

Location	Date	Charge	Penalty

**EMPLOYMENT RECORD (ATTACH SHEET IF MORE SPACE IS NEEDED)**

*NOTE: SHOW ALL EMPLOYMENT FOR THE PAST THREE YEARS AND ALL COMMERCIAL DRIVING EXPERIENCE FOR THE PAST TEN YEARS*

Last Employer: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

Manager's  
Name & Title: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary: \_\_\_\_\_

**EMPLOYMENT RECORD**

Second Last Employer: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

Manager's Name & Title: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary: \_\_\_\_\_

**EMPLOYMENT RECORD**

Third Last Employer: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

Manager's Name & Title: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary: \_\_\_\_\_

**EMPLOYMENT RECORD**

Fourth Last Employer: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Position Held: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ Duties: \_\_\_\_\_

Manager's Name & Title: \_\_\_\_\_

Starting Salary \_\_\_\_\_ Final Salary: \_\_\_\_\_

**REFERENCES**

*Give below the name of three persons NOT related to you, whom you have known for at least one year.*

Name	Address	How Acquainted & # of Years	Phone Number

**TO BE READ AND SIGNED BY APPLICANT**

I certify that the foregoing statements are true and correct. I authorize the Company to make investigation of my personal or employment history and authorize any present/former employer, person, firm, corporation, credit agency or government agency to give the Company any information they may have regarding me, and I understand that any misrepresentation, or omission shall be cause for dismissal. In consideration of the prospective employer review of this application, I release the Company and all providers of information from any liability as a result of furnishing and receiving this information.

I further agree that, if employed, I will conform my conduct to the Company's rules, regulations and personnel policies. I understand that no personnel recruiter, interviewer or other representative other than an officer of the Company has authority to enter into any agreement for employment for any specified period of time and that any employment manuals or handbooks that may be distributed to me during the course of my employment shall not be construed as a contract. I further understand that nothing contained in this application or the granting of an interview creates a contract for either employment or providing any benefit, and THAT I HAVE THE RIGHT TO TERMINATE EMPLOYMENT AT ANY TIME AND THAT THE COMPANY HAS THE SAME RIGHT.

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

Note: A motor carrier may require an applicant to provide information in addition to the information required by the Federal Motor Carrier Safety Regulations



**ALLIANCE AG AND GRAIN, LLC  
FCRA DISCLOSURE AND AUTHORIZATION STATEMENT**

**All applicants for employment:** Please read carefully before signing below.

As part of its employment application process, I understand that Alliance Ag and Grain LLC, HEREIN REFERRED TO AS "THE COMPANY" may obtain or have prepared a consumer/investigative consumer report concerning my prior employment, military record, education, credit worthiness, credit standing, credit capacity character, general reputation, personal characteristics, criminal background, driver's license history or mode of living.

I understand that upon written request to the company I will be informed whether an investigative consumer report was requested, and given full information as to the nature and scope of such investigation. I understand that an investigative consumer report is a report in which, information regarding my character, general reputation, personal characteristics, or mode of living, is obtained through personal interviews with neighbors, friends, or associates with whom I am acquainted.

By signing below, I authorize the company, to obtain a consumer/investigative report on me as part of its pre-employment background investigation process. If I am offered employment by the company I further authorize the company, to obtain additional consumer/investigative consumer reports on me for employment purposes at any time during my employment. **I also acknowledge that the company has provided me with a summary of my rights under the Fair Credit Reporting Act.**

Signature of Applicant: \_\_\_\_\_

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

**Please provide the information below for a consumer/investigative report.**

Name of Applicant (please print): \_\_\_\_\_

Applicant's Date of Birth \_\_\_\_\_

Applicant's Social Security Number \_\_\_\_\_

Applicant's Home Address \_\_\_\_\_

\_\_\_\_\_  
*(\*Please provide the information below if you are applying for a driving position.)*

Applicant's Driver's License Number \_\_\_\_\_

Issuing State \_\_\_\_\_





*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above:	
a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks	a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050
b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act	b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480
c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations	c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106
d. Federal Credit Unions	d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8 <sup>th</sup> Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates <u>or</u> Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357