

Koy Concrete, Ltd.

P.O.Box 308 • Sealy, TX 77474-0308

713.319.9390 • 979.885.3551

Fax 713.319.9393

Qualified applications are considered for all positions without regard to race, color, religion, sex, national origin, marital or veteran status, or the presence of a non-job-related condition or handicap.

(Please Print)

Position(s) Applied

For: _____

Referral Source: Advertisement Friend Relative Other

Name: _____
Last First Middle

Address: _____
Number Street City State Zip

Phone # (_____) _____ Social Security# _____
Area Code

Are you 18 years of age or older? Yes No
 Have you filled out an application before? Yes No Date _____
 Have you ever been employed here before? Yes No Date _____

Are you available to work... Full Time Part Time
 Are you on lay-off and subject to recall? Yes No
 Have you been convicted of a felony within the last 7 years? Yes No

If yes, please explain _____

Are you a veteran of the U.S. military service? Yes No
 If yes, what branch of service? _____
 If yes, was your discharge honorable? Yes No

Employment Experience (Past 10 years, attach sheet for more space.)

List each job held. Start with our present or last job. Include military service assignments.

1. Company Name	Telephone
Address	Employed (Month & Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your Work	Reason for Leaving

2. Company Name	Telephone
Address	Employed (Month & Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your Work	Reason for Leaving

3. Company Name	Telephone
Address	Employed (Month & Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your Work	Reason for Leaving

4. Company Name	Telephone
Address	Employed (Month & Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your Work	Reason for Leaving

5. Company Name	Telephone
Address	Employed (Month & Year) From To
Name of Supervisor	Weekly Pay Start Last
State Job Title and Describe your Work	Reason for Leaving

We may contact employers above unless you indicate those you do not want us to contact;

Do not contact: _____ Reason: _____

Inquiry to Past Employers

From: Koy Concrete, Ltd.
P.O. Box 308
Sealy, TX 77474-0308

To: _____

Voice: (979)885-3551
Fax: (713)319-9393

Voice: () _____
Fax: () _____

To Whom It May Concern:

_____ has made application to this company for a position as _____
_____ from _____ to _____.

Will you kindly reply to the inquiry below respecting this applicant. Your reply will be held in strict confidence and will in no way involve you in any responsibility.
Please return the form by mail to the address above or fax. Thank you for your cooperation.

Sincerely,

-
1. Is employment record with your company correct as stated above? _____
 2. What kind(s) of work did he/she do? _____
 3. Did he/she have custody of money or valuables? _____ Accounts properly kept? _____
 4. Any record of salary garnishments? _____
 5. If employed as a driver, specify equipment driven? _____
 6. Number of accidents _____ Number preventable _____
 7. Was his/her drivers license ever suspended or revoked? _____
 8. Reason for leaving your employ? Discharged _____ Laid Off? _____ Resigned? _____
 9. Was his/her general conduct satisfactory? Yes _____ No _____ Other _____
 10. Is he/she competent for the position applying for? _____
 11. Would you re-employ? Yes _____ No _____ Other _____
 12. Any remarks with regard to questions 1-11 above? _____

Date: _____

By: _____

(Former Employer) _____ Date _____

You are hereby authorized to give to Koy Concrete _____ all information regarding my services, character and conduct while in your employ, and you are released from any and all liability which may result from furnishing such information.

Signed: _____

Witness: _____

D.O.T. Truck Driver Supplement

Address For _____ How Long? _____
 Past Three _____ City _____ State & Zip _____
 Years _____ Street _____ City _____ State & Zip _____ How Long? _____
 Date of Birth: _____ If Hired Can You Provide Proof of Age? _____

Driver License

State	License No.	Type	Expiration Date

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

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

If the answer to either A or B is yes, attach statement giving details

Driving Experience

Class of Equipment	Type of Equipment	Dates		Approx No. of Miles
		From	To	
Straight Truck				
Tractor Semitrailer				
Tractor Two Trailers				
Other				

Show special courses or training that will help you as a driver: _____

Which Safe driving awards do you hold and from who? _____

Accident Report For the past 3 Years or More (Attach Sheet if More is Needed)

Date	Nature of Accident	Fatalities	Injuries
Last Accident			
Next Previous			
Next Previous			

Traffic Convictions in the Past 3 years (Other than Parking Violations)

Location	Date	Charge	Penalty

Do you have any physical, mental, or medical impairment or disability that would limit your job performance for the position for which you are applying? Yes No

If yes please explain: _____

Koy Concrete, Ltd.
Notice to Employees and Applicants

Continued employment at Koy Concrete, Ltd. depends on employees insurability, should an employee become uninsurable, due to a traffic violation, he/she is subject to immediate termination. Be advised that violations received on or off the job during the term of employment and violations on the employee's record prior to hire will be considered regardless of fault in the insurability review.

New applicants, be advised the insurability is a requisite for hiring. A motor vehicle report must be supplied to Koy Concrete, Ltd. with the standard application for employment. Motor vehicle reports state the applicant's current driving record. It may be obtained within 24 hours if application is made in person at your local Texas Department of Public Safety.

Physical Job Requirements

Drivers/Maintenance positions must be able to:

1. Climb up truck ladder
2. Lift 100# sack 4 ½ Feet high
3. Hear and communicate over two-way radios
4. Any other DOT Medical requirements

Pre-Employment Urinalysis Consent

I understand that as required by the Federal Motor Carrier Safety Regulations, Title 49 Code of Federal Regulations, Section 391, 103, all driver applicants of this company must be tested for controlled substances as a precondition for employment.

I consent to the urine sample collection and testing for controlled substances

I understand that a positive test result for controlled substances will render me unqualified to operate a commercial motor vehicle.

The medical review officer will maintain the results of my test. Negative and positive results will be reported to the company. If the results are positive, the controlled substance will be identified. The results will not be released to any other parties without my written authorization.

1.) Have you had any alcohol test with a confirmed blood alcohol of 0.04 or greater in the past two years?

Yes No

2.) Have you had a controlled substance test with a positive result in the past two years?

Yes No

3.) Have you refused a controlled substance test and/or alcohol test within the past two years?

Yes No

I understand the above conditions and hereby agree to comply with them.

Applicant's Name Printed

Applicant's Signature

Date

Education

	Elementary School	High School	College/University	Graduate
School Name				
Years Completed	4 5 6 7 8	9 10 11 12	1 2 3 4	
Diploma/Degree				
Describe Course of Study				

Summerize Special Skills and qualifications acquired from employment or other experience: _____

Certification

It is agreed and understood that any misrepresentations of information given above shall be considered an act of dishonesty. It is agreed and understood that the employer or his agents may investigate the applicant's background to ascertain any and all information of concern to applicant's record, whether same is of record or not, applicant releases employers and persons named herein from all liability for any damages on account of his furnishing such information.

The applicant agrees to furnish such additional information and complete such examinations as may be required to complete his employment file.

It is agreed and understood that this application in no way obligates the employer to employ this applicant.

It is agreed and understood that if hired, the employee may be placed on a trial basis during which time he may be discharged without recourse.

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: _____

Applicants Signature: _____

Authorization to Request Check of Driving Record

Name of applicant/driver: _____

Address: _____

Number & Street

City

State

Zip Code

Date of Birth: _____ Social Security: _____

Driver's License No.: _____

I hereby authorize you to release the following information to KOY CONCRETE, LTD. for purposes of investigation as required by Section 391.23, (inquiry for application for employment) and 391.25 (annual review), of the Federal Motor Carrier Safety Regulations. You are released from any and all liability which may result from furnishing such information.

Applicant's Signature

Date

Requested by: Koy Concrete, Ltd.
P.O. Box 308
Sealy, Texas 77474
Fax (713)319-9393