



EMPLOYMENT PACKET

FAX COVER SHEET

Fax to: **Patty Cassell, Human Resources Dept.**

Fax #: **(713) 980-8914**

APPLICANT INFORMATION

Date:	
Applicant Name:	
Position Applying For:	
Phone #:	

Before faxing application, consent form, release form and this cover sheet, please be sure to sign each form where required.

11335 Clay Rd., Ste 100
Houston TX 77041
Phone (713)690-0200
www.noblelogistics.com

NOBLE LOGISTICS, INC. EMPLOYMENT APPLICATION

PERSONAL INFORMATION *(Please print or type information)*

Last Name	First Name	Middle	Other names (Aliases) used
Street Address Apt#	City	State	Zip Code
Home Phone	Cell Phone		
Are you at least 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired can you provide proof of age? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired can you prove your legal right to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No	

LICENSES AND CERTIFICATE *(only needed if applying for AM or GM)*

Driver's License Information	Driver's License Number	State	Class	Expiration Date
Vehicle Information	Year Make Model _____	Vehicle License Number		Expiration Date
Vehicle Insurance Information	Do you have coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of coverage <input type="checkbox"/> Liability <input type="checkbox"/> Property		Expiration Date

POSITION DESIRED

Position Applying For	Date Available	Minimum Pay Requirements \$____/hr \$____/wk gross														
Work Availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> On Call	Referred to Noble by: <input type="checkbox"/> Newspaper: _____ <input type="checkbox"/> Other: _____	Hours <u>NOT</u> Available <table style="width: 100%; text-align: center; font-size: small;"> <tr> <td>Mon</td><td>Tues</td><td>Wed</td><td>Thur</td><td>Fri</td><td>Sat</td><td>Sun</td> </tr> <tr> <td>☹</td><td>☹</td><td>☹</td><td>☹</td><td>☹</td><td>☹</td><td>☹</td> </tr> </table>	Mon	Tues	Wed	Thur	Fri	Sat	Sun	☹	☹	☹	☹	☹	☹	☹
Mon	Tues	Wed	Thur	Fri	Sat	Sun										
☹	☹	☹	☹	☹	☹	☹										

VOCATIONAL AND MILITARY EXPERIENCE

Veteran of U.S. Armed Forces: <input type="checkbox"/> Active <input type="checkbox"/> Reservist	Type of Discharge:
Skills learned useful for this job:	
Have you ever worked for NLI? <input type="checkbox"/> Yes <input type="checkbox"/> No	Dates of Employment: From: _____ To: _____
Transportation Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of years experience _____	Details
Logistics Experience? <input type="checkbox"/> Yes <input type="checkbox"/> No Number of years experience _____	Details

REFERENCES *(LIST 3 PERSONS FOR PROFESSIONAL/CHARACTER INFORMATION PURPOSES)*

Name	Relationship	Daytime Phone Number

NOBLE LOGISTICS, INC. EMPLOYMENT APPLICATION

EMPLOYMENT RECORD (LIST YOUR LAST 5 EMPLOYERS BEGINNING WITH THE CURRENT OR MOST RECENT)

End Date Start Date	Employers Name Supervisors Name	City, State, Zip Code Phone Number	Position Held Duties	Reason for leaving?
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
				May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No

EDUCATION

School	Name & Address	Graduated	Degree Received
High School/GED		<input type="checkbox"/> Yes <input type="checkbox"/> No	
College		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Trade, Business Correspondence		<input type="checkbox"/> Yes <input type="checkbox"/> No	

EMERGENCY CONTACT

Name		Relationship		
Address		City	State	Zip Code
Day Time Phone Number		Evening Phone Number		

CONVICTIONS/BONDS (CIRCLE YES or NO FOR EACH QUESTION)

1. Have you ever been convicted of a felony? (Conviction does not necessarily mean disqualification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been bonded? If yes, name of company: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Have you ever been convicted of a misdemeanor? (does not necessarily mean disqualification)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Has your driver's license ever been revoked or restricted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you ever been convicted of any drug related offenses?	<input type="checkbox"/> Yes <input type="checkbox"/> No

The information provided in this application is true, complete and correct. I authorize you to investigate my driving record and personal history. If employed, any misstatement or omission of fact on this application may result in my dismissal. I hereby acknowledge that my employment is "at will", in that I may resign at any time and Noble may terminate my employment at any time, with or without cause. I also understand that any assurances of continued employment, whether written, verbal or by conduct shall not create a contractual obligation upon Noble to continue my employment.

Signature: _____

Date: _____

Para informacion en espanol, visite <http://www.ftc.gov/credit> o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

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 <http://www.ftc.gov/credit> or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.

- **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 identify 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, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See <http://www.ftc.gov/credit> 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 <http://www.ftc.gov/credit> 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.ftc.gov/credit.



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.ftc.gov/credit.

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. Federal enforcers are:

FOR QUESTIONS OR CONCERNS REGARDING

PLEASE CONTACT

Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission Consumer Response Center- FCRA Washington, DC 20580 - 877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 - 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 - 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington D.C. 20552 - 800- 842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 - 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 - 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 - 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator-GIPSA Washington, DC 20250 - 202-720-7051

Disclosure and Authorization Release to Obtain Information

Under the provisions of the Fair Credit Reporting Act, 15 USC, Section 1681 et seq., the Americans with Disabilities Act and all applicable federal, state, and local laws, I hereby authorize and permit **Noble Logistics, Inc.** to obtain a consumer report and/or investigative consumer report which may include the following:

1. My employment records;
2. Records concerning any driving, criminal history, credit history, civil record, worker's compensation (post-offer only) and drug testing;
3. In accordance with the Department of Transportation Motor Carrier Safety Regulations Section 382.413, information concerning alcohol and controlled substances for the past 2 years;
4. Verification of my academic and/or professional credentials; and information and/or copies of documents from any military service records.

I understand that an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living which may be obtained by interviews with individuals with whom I am acquainted or who may have knowledge concerning any such items of information.

I agree that a copy of this authorization has the same effect as an original.

I hereby release and hold harmless any person, firm or entity that discloses matters in accordance with this authorization, as well as **Noble Logistics, Inc.** from liability that might otherwise result from the request for use of and/or disclosure of any or all of the foregoing information.

I understand and acknowledge that under provision of the Fair Credit Reporting Act I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I understand and agree that if I voluntarily resign within ninety days from date of hire I will be charged for the cost of the background investigation and/or motor vehicle report (MVR) and hereby authorize the deduction of the cost incurred for the background and MVR from my last paycheck.

I hereby authorize **Noble Logistics, Inc.** to obtain and prepare an investigative consumer report as set forth above, as part of its investigation of my employment application. This authorization shall remain in effect over the course of my employment. Reports may be ordered periodically during the course of my employment.

Full Name (please print clearly)

Signature/Date

Autorización de divulgación y publicación para Obtener Información

Según las disposiciones de la Fair Crédito Reportan Acto, 15 USC, Sección 1681 et seq., El Americanos con Deshabilitéis Acto y todas las leyes federales, estatales, y las leyes locales, autorizo y permitir **Noble Logistics, Inc.** para obtener un informe del consumidor y / o informe investigativo del consumidor con pueden incluir los siguientes:

1. Mi historial de empleo;
2. La información relativa a cualquier conducir, antecedentes penales, historial de crédito, registro civil, la indemnización del trabajador (sólo después de la oferta) y las pruebas de drogas;
3. De acuerdo con el Departamento de Transporte de los Reglamentos de Seguridad de Autotransportes Sección 382.413, la información sobre el alcohol y sustancias controladas en los últimos 2 años;
4. Verificación de mi académicas y / o credenciales profesionales, y la información y / o copias de documentos de los registros del servicio militar.

Entiendo que un "informe de investigación del consumidor" puede incluir información acerca de mi carácter, reputación general, características personales, y modo de vida que pueden obtenerse mediante entrevistas con personas con las que conozco o que puedan tener conocimiento sobre estos puntos de la información.

Estoy de acuerdo que una copia de esta autorización tiene el mismo efecto que el original.

Por este medio libero y eximir de responsabilidad a cualquier persona, empresa o entidad que refleja elementos de acuerdo con esta autorización, así como **Noble Logistics, Inc.** de la responsabilidad que de lo contrario podrían resultar de la solicitud de uso y / o divulgación de cualquiera o todos los la información anterior.

Yo entiendo y reconozco que en virtud de disposición de la Fair Crédito Reportan Acto puedo solicitar una copia de algún informe de consumo de la agencia de información de que compiló el informe, después de que me han proporcionado la identificación apropiada.

Yo entiendo y acepto que si voluntariamente renunciar en menos de noventa días a partir de la fecha de alquiler que se cobra por el costo de la investigación de antecedentes y / o informe de los vehículos de motor (MVR) y autorizo la deducción de los gastos derivados de los antecedentes y el MVR de mi último cheque de pago.

Por la presente autorizo **Noble Logistics, Inc.** para obtener y preparar un informe investigativo del consumidor por lo anteriormente indicado, como parte de su investigación de mi solicitud de empleo. Esta autorización permanecerá en vigor durante el curso de mi empleo. Los informes pueden ser ordenados periódicamente durante el curso de mi empleo.

Nombre completo (por favor escriba claramente)

Firma / Fecha