

## Denial Criteria for Mid-Atlantic NAVY Bases

- Any felony within 10 years
- Any conviction of sexual offender criteria EVER
- Any misdemeanor conviction last 5 years as listed;
  - Drugs
  - Crimes of violence
  - Larceny
  - Habitual offender
  - Any misdemeanor arrest not adjudicated or deferred

### Acceptable forms of ID

**You MUST HAVE One ID from column A or B,**  
**AND One from column C.**

<u>List A</u>  Documents that Establish Both Identity & Employment Eligibility	O R	<u>List B</u>  Documents that Establish Identity	A N D	<u>List C</u>  Documents that Establish Employment Eligibility
1. U.S. Passport 2. Certificate of U.S. Citizenship (Form N-560 or N-561) 3. Certificate of Neutralization (Form N-550 or N-570) 4. Foreign Passport w/I551 stamp or attached Form I-94 indicating unexpired employment authorization. 5. Permanent Resident Card or Alien Registration Receipt Card with Photo (Form I-151 or I-551) 6. Temporary Resident Card (Form I-688) 7. Employment Authorization Card (Form I-688A) 8. Re-entry Permit (Form I-327) 9. Refugee Travel Document (Form I-571) 10. Employment Authorization Document issued by Department of Homeland Security (DHS) that contains a photo (Form I-688B)		11. Driver's License issued by a state or outlying possession of the U.S. that contains photograph or info such as name, DOB, gender, height, eye color and address. 12. ID Card issued by Federal, state, or local Government agency that contains a photo, or info such as name, DOB, gender, height, eye color, and address. 13. School ID Card with Photo 14. Voter Registration Card 15. U.S. Military Card or Draft Record 16. Military Dependent ID Card 17. U.S. Coast Guard Merchant Mariner Card 18. Native American Tribal Document 19. Driver's license issued by a Canadian Government authority		20. U.S. Social Security Card (other than a card stating it is not valid for employment) 21. Certification of Birth Abroad issued by the State Department (Form FS-545 or Form DS-1350) 22. Original or Certified Copy of a Birth Certificate issued by a state, county municipal authority, or outlying possession of the U.S. bearing an official seal. 23. Native American Tribal Document 24. U.S. Citizen ID Card (Form I-197) 25. ID Card for use of Resident Citizen in the United States (Form I-179) 26. Employment Authorization Document issued by DHS (other than those listed in List A).

**APPLICATION\*  
FOR  
EMPLOYMENT**

Company Applying with: **Clark Transfer & Storage Co.**

To applicant: We appreciate your interest in our company and assure you that we are sincerely interested in your qualifications. A clear understanding of your background and your work history will aid us in placing you in the position that best meets your qualifications and may assist us in possible upgrading. (PLEASE PRINT CLEARLY)

<b>GENERAL INFORMATION</b>	<b>YOUR</b>	<b>COMPLETE</b>	<b>NAME</b>	<b>YOUR SOCIAL SECURITY NO.</b>	<b>PHONE NO. WHERE YOU CAN BE REACHED</b>
	ADDRESS: NUMBER	STREET	CITY	STATE	ZIP
	List Additional Addresses that you have lived in the last 3 years.				
	Position(s) sought _____ Rate of pay expected _____ <b>Please note that we are a drug free workplace employer; are you willing to be drug tested at any time? <input type="checkbox"/> Yes <input type="checkbox"/> No</b> Were you previously employed by us? _____ If yes, when? _____ Have you applied for work with us before? _____ If yes, when? _____ Name any friends or relatives working for us? _____				
<b>MILITARY RECORD</b>	Were you in U.S. Armed Forces? Yes _____ No _____ If yes, what Branch? _____				
	Date of duty: From _____ To _____ Rank at discharge _____ Month Day Year Month Day Year				
	List duties in the service including special training plus awards _____				
	Have you taken any training under the G.I. Bill of rights? _____ If yes, what training did you take? _____				
<b>PERSONAL</b>	<input type="checkbox"/> Are you over 18 years of age? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> Have you been convicted of a crime in the past ten years? _____ If yes, describe _____ (Conviction will not necessarily disqualify you for consideration for employment)				
	<input type="checkbox"/> Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No				
	<input type="checkbox"/> On employment, can you submit verification of your legal right to work, if you are not a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No				

<b>RECORD OF EDUCATION</b>	School	Name and Address of School	Course of Study	Check Last Year Completed				Did You Graduate?	List Diploma or Degree
	Elementary			<del> </del>	5	6	7	8	<input type="checkbox"/> Yes <input type="checkbox"/> No
High				1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	College			1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Special Training or Trade School				1	2	3	4	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Are there any other experience, skills, or qualification which you feel would especially fit you for work with our organization?

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**\*Equal Employment Non-Discrimination Policy:**

All qualified applicants will receive consideration for employment without regard to race, creed, color, sex, marital status, age, national origin, religion or non-disqualifying disability. In addition, we are prepared to make reasonable job accommodations for disabled applicants or employees upon request. We also encourage the application of Vietnam veterans or veterans in general.

Inquiries concerning the application of our policy preventing discrimination in employment or advancement may be addressed to the company.

**\*Retention of Application**

This application will be considered active for a period of one year, and thereafter one must reapply for further consideration.

**List below present and/or past employment, and complete fully, beginning with your most recent employer.**

**\*\*\*Past TEN YEARS Mandatory\*\*\*\*** – Circle those who you do not wish us to contact. (Use additional paper if necessary)

	Name and Complete Address of Company	From		To		Describe the work you did	Company Phone No.	Average Weekly Salary	Reason for Leaving	Name of Supervisor
		Mo.	Yr.	Mo.	Yr.					
<b>I</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									
<b>II</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									
<b>III</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									
<b>IV</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									
<b>V</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									
<b>VI</b>	Company _____									
	Street _____									
	City _____ State _____ Zip _____									

**COMMERCIAL DRIVING QUALIFICATIONS**

(Commercial or Company Vehicle Driver Applicants Only Complete This Section)

LIST ALL DRIVERS LICENSE YOU HAVE HAD OR NOW HOLD	STATE	LICENSE NO.	IF A CDL, STATE CDL TYPE & ENDORSEMENTS	EXPIRATION DATE

Number of times your CDL (Commercial Driver's License) or operator's license has been refused, revoked or suspended \_\_\_\_ Why (in each case)? \_\_\_\_

Driving school trained?  Yes  No Years driving experience \_\_\_\_\_ Straight Truck ..... yrs. \_\_\_\_\_ Tractor Trailer ..... yrs. \_\_\_\_\_

Number of times you have been disqualified as a commercial driver Why? Each case: \_\_\_\_\_ used to deny you employment. Have you tested positive or refused a pre-employment test for commercial driving position within the past 3 years [ ] Yes [ ] No. (this includes any result that was

**LIST ALL VEHICLE ACCIDENTS INVOLVED IN DURING THE PAST THREE YEARS. (Use Additional Application or Paper if Necessary)**

Type of Accident (what happened)	Date	Any injury or Fatalities

**LIST ALL VIOLATIONS OF MOTOR VEHICLE LAWS OR ORDINANCES (OTHER THAN PARKING) IN THE LAST THREE YEARS.**

Do we have permission to obtain your MVR (Motor Vehicle Drivers Record)?  Yes  No

If yes, what is your date of birth? \_\_\_\_/\_\_\_\_/\_\_\_\_ (Only answer if applying for a CMV position)

**DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.**

I have read and/or had explained to me the nature of the job or position. [ ]Yes [ ] No.

Are you capable of performing with or without accommodations, the essential functions of the job or occupation for which you have applied? [ ]Yes [ ] No

Explain why you feel you are qualified for this job? \_\_\_\_\_

Are you currently employed?  Yes  No

Are you legally eligible for employment in the United States?  Yes  No  
Proof of citizenship or immigration status will be required upon employment.

On what date would you be available for work? \_\_\_\_\_  
Date

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

**Agreement**

On entering the employ of Clark Transfer & Storage Co. I agree to observe all the rules of my employer and governmental regulations which may apply to my duties. I understand that any continuation of my employment shall depend upon satisfactory replied on any background check and from my references, acceptance by the bonding company and performance satisfactory at all times to my employer. I understand and agree that my employment is for no definite period of time and may, regardless of the date of payment of my wages and salary, be terminated, with or without cause or notice, and without liability for doing so at any time. I understand that no representative of Clark Transfer & Storage Co., other than the President of the Company, has authority to enter into any agreement for employment for any specified period of time or make any agreement contrary to the foregoing, and that any such agreement, to be enforceable, must be in writing and signed by the President of the Company.

I hereby acknowledge that Clark Transfer & Storage Co. or its agents may wish to conduct a complete investigation of my background and suitability to provide services to Clark Transfer & Storage Co. as an Employee. I hereby consent to and authorize the release to Clark Transfer & Storage Co. or its agents of any and all information in the possession of any police department or other law enforcement agency, department of motor vehicles, any other state or federal agency, any personnel bureau or other credit reporting agency. My signature appearing hereon should be accepted by any of the above described persons or entities as my request to disclose information in their possession to Clark Transfer & Storage Co. or its agents. I hereby release from any and all liability Clark Transfer & Storage Co. and its agents including any persons or entities described above which either gathers or releases information pursuant to this consent and authorization.

I further consent to any testing or examination as may be required by Clark Transfer & Storage Co. including but not limited to drug and/or alcohol testing.

I further consent to searches of any areas of company premises including but not limited to lockers, lunch boxes, brief cases, parking lots, truck or other vehicles.

I certify that the information provided herein is true and complete to the best of my knowledge and belief. I understand and agree that providing false, incomplete, or misleading information will be grounds for a decision not to employ me or to terminate my employment immediately without liability for doing so.

SIGNATURE OF APPLICANT \_\_\_\_\_ WITNESS \_\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

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**APPLICANT** Please tear off

**SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.**

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974 which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era and Section 503 of the Rehabilitation Act of 1973, as amended, which requires government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran, or have a physical or mental handicap you are invited to volunteer this information. The purpose is to provide information regarding proper placement and appropriate accommodation to enable you to perform the job to the best of your ability in a proper and safe manner. This information will be treated as confidential. Failure to provide this information will not jeopardize or adversely affect our consideration for employment.

If you wish to be identified, please check one of the following:

- Handicapped Individual  Disabled Veteran  Vietnam Era Veteran

VIETNAM VET\*  
\*APPLICABLE DATES OF  
AUGUST 1964 TO MAY 1975

# VIOLATION AND REVIEW RECORD

Driver's Name: \_\_\_\_\_  
(Please Print or Type)

## CERTIFICATION OF VIOLATIONS

I certify that the following is true and a complete list of traffic violations (other than parking violations) for which I have convicted or forfeited bond or collateral during the past 12 months.

Date of Offense	Offense	Location	Type of Vehicle Operated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## IF NONE, WRITE "NONE" ABOVE

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violations required to be listed during the past 12 months.

\_\_\_\_\_  
(Date of Certification)

\_\_\_\_\_  
(Driver's Signature)

Clark Transfer & Storage Co.  
(Motor Carrier's Name)

1700 Atlantic Avenue, Chesapeake, VA 23324  
(Motor Carrier's Address)

\_\_\_\_\_  
(Reviewed by: Signature)

\_\_\_\_\_  
(Title)

## REVIEW AND EVALUATION OF DRIVER'S RECORD

In accordance with Section 391.25, Motor Carrier Safety Regulations, all information pertinent to the above driver's safety operations, including the list of violations furnished by him in accordance with Section 391.27, has been reviewed for the 12 months.

Action taken: \_\_\_\_\_

Clark Transfer & Storage Co.  
(Motor Carrier's Name)

1700 Atlantic Avenue, Chesapeake, VA 23324  
(Motor Carrier's Address)

\_\_\_\_\_  
(Reviewed by: Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Title)

## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Clark Transfer and Storage Co. (“the Company”) may obtain information about you for employment purposes from a third party consumer reporting agency. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. Credit history will only be requested where your education or employment history, or other background checks. Credit history will only be requested where such information is related to the duties and responsibilities of the position for which you are applying. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a copy of any report about you. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by ClearStar, Inc. (“ClearStar”), 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005, 1-877-275-7099. The scope of this notice and authorization is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

EMPLOYMENT BACKGROUND CHECK ACKNOWLEDGEMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my employment, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by ClearStar, Inc. 5955 Shiloh Rd East, Suite 104, Alpharetta, GA 30005. Their Privacy Policy can be reviewed at <http://www.clearstar.net/privacy-policy/>. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

**California applicants or employees only:** By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

**Minnesota and Oklahoma applicants or employees only:** Please check this box if you would like to receive a copy of a consumer report at no charge if one is obtained by the Company.

**New York applicants or employees only:** You have the right, upon written request, to be informed of whether or not an investigative consumer report was requested. If an investigative consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. By signing below, you also acknowledge receipt of Article 23-A of the New York Correction Law.

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**Employer please note:** If a Minnesota or Oklahoma consumer checks "YES" regarding the consumer report, or if a California consumer checks "YES" regarding the credit report (and you do request a credit report), please fax this form to your ClearStar service center. If consumer checks "YES" regarding the full consumer report, and consumer resides in California, you will need to provide the individual with a copy of their consumer report, unless you have made prior arrangements for ClearStar to do so on your behalf.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

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