



**PLEASE ANSWER THE FOLLOWING QUESTIONS!**

**Check Answer Box**

YES       NO       Currently have a Valid Driver's License?

YES       NO       Have a Good Driving record? If NO, please  
explain why? \_\_\_\_\_

YES       NO       Drive a Standard (Stick Shift) vehicle?

YES       NO       Able to Perform occasional heavy lifting?

YES       NO       Able to work overtime when needed?

YES       NO       Do you already have any knowledge of  
plumbing parts IF yes, explain  
\_\_\_\_\_

**APPLICANT COMPLETES THE FOLLOWING:**

The following information is required by law enforcement agencies for positive identification purposes when checking public records. It is confidential and will not be used for any other purpose. I hereby affirm that the information provided on this form as well as my application (and accompanying resume, if any) is true and complete to the best of my knowledge. I also agree that falsified information or significant omissions may disqualify me and may be considered sufficient justification for dismissal if discovered at a later date. When I responded to questions on this form as well as my application, I continued on a separate sheet of paper and attached it to this application when I required more space to fully answer all questions.

\_\_\_\_\_  
Please, print full name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Please, print other names or alias you have used

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Married (Yes/No)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Driver's License Number and State

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
Name as it appears on License

Have you held another States Driver's License in the past 3 years?  NO  YES

If yes, what State: \_\_\_\_\_

Have you ever been convicted of, or plead no contest or plead guilty to a crime?  NO  YES

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A criminal conviction record will not necessarily be a bar to employment; we will consider factors such as the nature and gravity of the offense or conduct; the time that has passed since the offense, conduct and/or completion of the sentences; the nature of the job held or sought, and the evidence of rehabilitation as well as State and Federal Laws in making any employment decision.

**FCRA BACKGROUND CHECK REQUIREMENTS FOR EMPLOYMENT PURPOSE**

1: I understand that an investigative report may be generated on me that may include information as to written, oral, or other form from consumer reporting agency bearing on my creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, mode of living, my character, work habits, performance and experience, along with reasons for termination of past employment, financial/credit history. Criminal history records from any criminal justice agency in any or all-federal, state, city and county jurisdictions. Included as well but not limited to State Department of Motor Vehicle/Drivers' License Records to include traffic citations and registrations. As well as Military National Personnel Record Center, Educational institutions including but not limited to transcripts or any individual, company, firm, corporation, present and/or past employers, public agencies (including the Social Security Administration and the US Citizenship & Immigration Services). I fully give my consent to and understand that Winsupply, Inc. , and/or their agent First Advantage Enterprise Solutions may be requesting information from public and private sources about any of the information noted earlier in this paragraph.

2: I understand I have the right to request additional disclosures of the "nature of scope" of the background check.

3: I have received a copy of the FCRA Summary of Rights.

4: I agree that a photocopy of telephonic facsimile of this authorization shall be valid as the original. This release is valid for most Federal, State and County agencies including the Minnesota Department of Labor.

5: Minnesota, Oklahoma, and New York applicants only: Please check this box if you want a copy of the consumer report if one is obtained by Winsupply, Inc.

6: California applicants only: By signing below, you 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 the investigative consumer report or consumer report if one is obtained by Winsupply, Inc at no charge whenever you have the right to receive such a copy under California law.

7: I hereby authorize, without reservation, any one contacted by Winsupply, Inc. and/or their First Advantage Enterprise Solutions., to furnish the information described in this form.

8: When I responded to question on this form, I continued on a separate sheet of paper and attached it to this form when I required more space to fully answer the questions.

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Applicants Signature

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Please, print full name

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Date

Consumer Reporting Agency:  
First Advantage P.O. Box 3367 Seminole, FL 33775-3367 Toll Free Number 1-0

We are an equal opportunity employer. Your Application and response to any question will be judged on its relevance to the position you are seeking.

This form must be filled out completely by the applicant. Please print in ink. Incomplete applications will not be considered.

**PERSONAL INFORMATION**

**DATE / /**

Name (Last)	(First)	(Middle)	Social Security No.	
Home Address		City	State	Zip
Home Phone ( ) ( )	Cell Phone ( ) ( )	Email Address	Business Phone ( ) ( )	May we contact you at work? (circle one) Yes No
Position Applying For	Date Available / /	Are you interested in (circle all that apply) Full-time Part-time Temporary Summer		
If you are under 18 years of age, please state your date of birth. / /				
If you are applying for a position that includes driving duties, do you hold a valid driver's license? (circle one)				Yes No
Do you hold a valid CDL (Commercial Driver's License)? Yes No				

- Are you willing to relocate? (circle one) Yes No
- Are you willing to travel? (circle one) Yes No What percent? \_\_\_\_\_%
- Are you willing to work weekends? (circle one) Yes No
- Are you willing and able to work overtime if required? (circle one) Yes No

How were you referred to us? \_\_\_\_\_

**EDUCATION**

Type of School	Name and Location of School	Number of Years Attended	Degree or Diploma	Field of Study
High School	Name			
	Location			
College	Name			
	Location			
Graduate School	Name			
	Location			
Trade School	Name			
	Location			
Other	Name			

**SPECIAL SKILLS**

List certifications or licenses held, computer software with which you are familiar and equipment you are qualified to operate.

**U.S MILITARY SERVICE**

Branch of Service	Technical Specialization	Rank Attained
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**EMPLOYMENT HISTORY**

Have you previously worked at a Winsupply or Noland Company?  
(Mark one)  No  Yes. Specify name of Company, dates and position \_\_\_\_\_

**Other Employers**

List employment below starting with your most recent position. Please indicate if you were employed under a different name. Do not omit any prior employers. You may request a duplicate of this page if necessary. Reference to other documents such as a resume is not acceptable. By submitting this Application, I consent to have the Company contact the people listed on this form for references and authorize those individuals to provide truthful information regarding my qualifications for employment and my previous work history.

**Drivers: DOT requires that all applicants wishing to drive a commercial motor vehicle must provide the following information on all previous employers during the preceding 3 years. You must give the same information for whom you have driven a commercial motor vehicle for an additional 7 years.**

**You are required to list the complete address: Street number and name, city state and zip code. Any gaps in employment and/or unemployment must be explained.**

Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address	Telephone Number	
City State/Zip	( )	
Job Title(s)		
Immediate Supervisor & Title		
Reason for Leaving		

Were you subject to the Federal Motor Carriers Safety Regulations (FMCSRs)? Yes No  
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No

Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address	Telephone Number	
City State/Zip	( )	
Job Title(s)		
Immediate Supervisor & Title		
Reason for Leaving		

Were you subject to the Federal Motor Carriers Safety Regulations (FMCSRs)? Yes No  
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No

Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy
Address	Telephone Number	
City State/Zip	( )	
Job Title(s)		
Immediate Supervisor & Title		
Reason for Leaving		

Were you subject to the Federal Motor Carriers Safety Regulations (FMCSRs)? Yes No  
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No

Employer	Dates Employed	
	From: mm/yyyy	To: mm/yyyy

Issued To:  
D,M,N,O,V,Z

Company  
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THE WINSUPPLY  
FAMILY OF COS.  
PROCEDURE  
MANUAL

Job Application Form

E-275-A  
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Address		Telephone Number
City	State/Zip	( )
Job Title(s)		
Immediate Supervisor & Title		
Reason for Leaving		
Were you subject to the Federal Motor Carriers Safety Regulations (FMCSRs)? Yes No		
Was your job designated as a safety-sensitive function in any DOT-regulated mode, subject to the drug and alcohol testing requirements of 49 CFR Part 40? Yes No		

**EMPLOYMENT HISTORY COMMENTS** (Including Explanation of any Gaps in Employment)


The next page is for DOT Regulated Driver positions only

**Experience and Qualifications**  
**TO BE READ AND SIGNED BY DRIVER APPLICANT ONLY**

License	License Type	State	Expiration Date	Number
List all Driver's license(s) held within the last 3 years				
	If you have CDL, list CDL endorsements:			
	Has your license(s) ever been denied renewal, revoked or suspended? [ ] Yes [ ] No			
	If yes, Please explain:			
	License Type	Action Taken	Date	Reason
<b>Experience</b>	If no driving experience within last 3 years - check here <input type="checkbox"/>			
Indicate number of years' experience and types of vehicle (trucks, tractors, semi-trailers, buses etc.)	Years	Type of Vehicle		
<b>Accidents</b>	If No accidents within the last 3 years - check here <input type="checkbox"/>			
Please indicate all accidents (company and personal during the past 3 years)	Date	Nature of Accident (head-on, Rear-end, Sideswipe, etc.)	Injury/Fatalities	Hazardous materials spill
				<input type="checkbox"/> Yes <input type="checkbox"/> NO
				<input type="checkbox"/> Yes <input type="checkbox"/> NO
				<input type="checkbox"/> Yes <input type="checkbox"/> NO
<b>Violations</b>	If no traffic convictions and/or forfeitures in the last 3 years - check here <input type="checkbox"/>			
List all moving violations (company and personal) during the last 3 years (other than parking)	Date	Offense	Location	Fine/Determination
<b>Training</b>	Date	Location	Course Type / Conducted By	
Please indicate driver safety training programs completed:				
<b>Awards</b>	Date	Location	Type of Award	Organization
Please indicate all safe driving awards you've received:				

Driver Applicant's Statement on Previous Pre-Employment Drug Testing

- 1 Have you tested positive, or refused to test on any pre-employment drug or alcohol test administered by a prospective employer in which you applied for, but did not obtain, safety-sensitive transportation work covered by the DOT agency drug and alcohol testing rules during the past two years. **Yes No**
- 2 If you answered yes to previous question. Can you provide/obtain proof that you have successfully completed the DOT return-to-duty requirements? **Yes No**

**ADDITIONAL INFORMATION**

You may list any other information you would like us to consider. That could include professional, trade, business or civic organizations and any offices held. You may list special accomplishments, publications, awards, etc. *(Exclude memberships that would reveal race, color religion, sex, sexual orientation, national origin, citizenship, age, mental or physical disabilities, or any other similarly protected class.)*

**LEGAL**

Federal law requires us to verify new employees' eligibility to work in the United States. Within three business days of beginning your new position, you will be required to provide proof of your identity and employment eligibility.

Were you ever discharged by any company? Yes No If yes, give name of company(ies)

Reason for discharge

**REFERENCES** List three references (not relatives) that you have known for at least three years.

Name	Occupation	Address	Daytime Phone Number
			( )
			( )
			( )

**APPLICANT  
STATEMENT**

I certify that all information that I have provided is complete, true and correct, to the best of my knowledge. I understand that if any information on this application is found to be false, it will be sufficient cause for my application to be rejected or for my dismissal, depending on when the falsity is discovered.

I understand that, if I am hired, I am free to resign at any time, with or without cause, and with or without prior notice. I also understand that the company reserves the same right to terminate my employment at any time, with or without cause, and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that my employment is an "at will" status and no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements to the contrary are valid.

I authorize the investigation of any and all statements made by me in this application and/or my resume, and during my interview. This includes, but is not limited to contacting and obtaining information from all references, employers, public agencies, licensing authorities, and educational institutions. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organization for furnishing such information about me.

I understand that I may be requested to sign an Authorization and Release of Information Form for a Pre-Employment Background Check which may seek information as to my character, work habits, and reasons for termination of past employment. Additionally, I understand that by signing such Authorization and Release of Information Form, information may be obtained from various federal, state and local agencies concerning my past activities relating to driving record, criminal record, previous employment, education, and other aspects of my background which may be relevant to an employment decision. I understand that any offer of employment or continued employment is conditioned upon verification of



reference information, my driving record, and successful completion of a background check and criminal records review.

I also understand that as part of the application process, I will be required to submit to a drug test. Prior to the test I will be provided a copy of the policy and a copy of any positive test result. I further understand that any offer of employment or continued employment is conditioned on my receiving a negative test result.

**DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.**

I certify that I have read, fully understand and accept all the terms of the Applicant Statement.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

**TO BE READ AND SIGNED BY DRIVER APPLICANT ONLY**

I understand that the information I provide regarding current and/or previous employers may be used, and that all employer(s) within the past 3 years will be contacted, for the purpose of investigating my safety performance history as required by 49 CFR 391.23(a)(2). I understand that I have the right to :

- A) Review information provided by previous employers;
- B) Have errors in the information corrected by previous employers and for that previous employers to re-send corrected information to prospective employer; and
- C) Have a rebuttal statement attached to the alleged erroneous information if the previous employer(s) and I cannot agree on the accuracy of the information.

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

The U.S. Department of Transportation requires that all driver applicants give their date of birth (FMCSR 391.21 (b)(2))

Date of Birth (mm/dd/yyyy) \_\_\_\_/\_\_\_\_/\_\_\_\_