

# Employment Application-Clerical

**Frost Oil Co.**

**479-471-9992**

P.O. Box 5632  
1430 South 28<sup>th</sup> Street  
Van Buren, AR 72956  
[www.frostoilcompany.com](http://www.frostoilcompany.com)

**Liberty Transport LLC**

**Fax: 479-471-9996**

**Answer all questions and please print**

These companies are equal employment opportunity employers. In compliance with Federal State Equal Employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, non-job related disability, or any other protected group status. These companies will strive to accommodate any physical or mental limitations of employees or applicants in order to accomplish the essential functions of the job

**Name:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_  
**Social Security Number:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **How Long at residence?** \_\_\_\_\_  
\_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **How Long at residence?** \_\_\_\_\_  
\_\_\_\_\_

**Previous Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
\_\_\_\_\_ **How Long at residence?** \_\_\_\_\_  
\_\_\_\_\_

May we contact your current employer? (contact name) \_\_\_\_\_ **Yes No**

If employed and under age 18, can you furnish a work permit? **Yes No**

Are you available for work? **Full-Time Part-Time Overtime**

Type of work desired: \_\_\_\_\_

Do you have a legal right to work in the United States? **Yes No**

Have you worked for Frost Oil Company or Liberty Transport in the past? **Yes No**

If yes, when? \_\_\_\_\_ to \_\_\_\_\_.

Reason for Leaving? \_\_\_\_\_.

Are you now employed? \_\_\_\_\_ If not, how long since last employed? \_\_\_\_\_.

Have you ever been convicted of a felony? \_\_\_\_\_ Please explain: \_\_\_\_\_

(conviction of a crime is not an automatic bar to employment - all circumstances will be considered)

Who Referred You? \_\_\_\_\_

Is there any reason you might be unable to perform the functions required of the job for which you have applied? \_\_\_\_\_

If yes, please explain: \_\_\_\_\_

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

## Employment History

(Note: List employers in reverse order starting with the most recent. Add another sheet as necessary)

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

<b>Employer</b>	<b>Date</b>	
Name:	From:	To:
Address:	Mo.    Yr.	Mo.    Yr.
City:                      State:                      Zip Code:	Position Held:	
Contact Person:                      Phone Number:	Salary/Wage:	
What did you like most about your job?	Reason for Leaving:	

**Education**

Check Highest Grade Completed:                      High School                      College  
Last School Attended \_\_\_\_\_                      City \_\_\_\_\_ State \_\_\_\_\_

Special Skills, Qualifications and Considerations:

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

References:

List three (3) non-relatives who are familiar with your qualifications and work history and ability.

Name	Relationship	Years Known	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**TO BE READ AND SIGNED BY APPLICANT**

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.

I authorize Frost Oil Co. or Liberty Transport LLC to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. (Generally, inquiries regarding medical history will be made only if and after a conditional offer of employment has been extended.)

I hereby release employers, schools, health care providers and other persons from all liability in responding to inquiries and releasing information in connection with my application.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Frost Oil Co. and Liberty Transport LLC.

\_\_\_\_\_  
Date

X \_\_\_\_\_  
Applicant's Signature

**PROCESS RECORD**

Applicant Hired: \_\_\_\_\_

Rejected: \_\_\_\_\_

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

Department: \_\_\_\_\_

**Inquiry to Past Employer**

From: \_\_\_\_\_  
Individual: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Human Resource Manager** – The person named below has applied to this company for employment. Your firm is listed by the applicant as a past employer. Please reply to this inquiry with regard to this applicant. As you will note from the waiver signed below, the applicant has waived any claim of liability against your company and its agents for information submitted in response to this inquiry. For your convenience we have enclosed a stamped, self-addressed envelope.  
Thank You.

Name of Applicant: \_\_\_\_\_  
Social Security #: \_\_\_\_\_  
Job Applied For: \_\_\_\_\_

1. This applicant list dates of employment with your firm from: \_\_\_\_\_ to \_\_\_\_\_ Is this correct?    Yes    No  
If no, please explain: \_\_\_\_\_.
2. What kind(s) of work did he/she do?    Driver (type of vehicle) \_\_\_\_\_    Warehouse    Office    Maintenance  
(Other): \_\_\_\_\_.
3. If employed as a driver, please indicate type of equipment driven:    Tractor trailer    Straight Truck    Other: \_\_\_\_\_.
4. Number of recordable accidents: \_\_\_\_; number of accidents in which applicant was ticketed \_\_\_\_; number of accidents in which the applicant was at fault \_\_\_\_ (please explain) \_\_\_\_\_ Date of Accident: \_\_\_\_\_.
5. To your knowledge, was this person's Commercial Driver's License (CDL) suspended while in your employ? If so, please explain:  
\_\_\_\_\_.
6. Was this applicant involved with any "Safety Sensitive" function of your company?    Yes    No  
Type:    HazMat    Construction Equipment    Warehouse Equipment (forklift, cranes, etc)  
Did this applicant comply with your company's Safety Policy?    Yes    No  
Did this applicant have any safety incidents?    Yes    No (if yes, please explain) \_\_\_\_\_.
7. Did this applicant pose either repeated or severe disciplinary problems?    Yes    No (if yes, please explain \_\_\_\_\_  
\_\_\_\_\_.
8. Would you re-employ this applicant?    Yes    No (If no, please explain): \_\_\_\_\_  
\_\_\_\_\_.
9. Any special remarks or circumstances we should consider in our decision to employ this applicant? \_\_\_\_\_  
\_\_\_\_\_.

By: \_\_\_\_\_  
(Signature of person supplying information)

\_\_\_\_\_  
Date

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**Detach for your records**

**WAIVER**

\_\_\_\_\_  
Former Employer

\_\_\_\_\_  
Date

I hereby authorize you to release all information concerning my employment including oral assessments of my job performance, ability, and fitness to each and every company (or their authorized agents) which may request such information in connection with my application for employment with said company. I hereby absolve you from any and all liability of any type as a result of providing the above mentioned information to the above mentioned person.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Witness's Signature

**Fair Credit Reporting Act Disclosure Statement**

**In accordance with the provisions of Section 604(b) (2) (A) of the Fair Credit Reporting Act. You are being informed that reports verifying your previous employment, previous drug and alcohol test results, and your driving record may be obtained on you for employment purposes. These reports are required by Sections 382.413, 391.23, and 391.25 of the Federal Motor Carrier Safety Regulations.**

**Further, in accordance with Section 604(b)(2)(A)(i) of the Fair Credit Reporting Act, if the position for which you are applying requires access to sensitive company information, or money; a consumer credit report will be obtained.**

**This form is formal notice of report gathering and with your signature below you acknowledge your understanding, and authorize Frost Oil Company or Liberty Transport to obtain any or all reports necessary for employment consideration.**

\_\_\_\_\_  
(Print Name)

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

**X** \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Social Security Number)