



Petroleum Transport  
 7641 Edison Highway  
 Bakersfield, CA 93307

(Please answer all questions – Please print)

Qualified applicants are considered for all positions without discrimination on the basis of race, color, religion, sex, national origin, age, marital status, any disability, or any other characteristic protected by applicable State or Federal civil rights laws.

Position(s) applied for: \_\_\_\_\_ Date of application: \_\_\_\_\_

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

SSN # \_\_\_\_\_ Do you have the legal right to work in the United States?  Yes  No

Current Address: \_\_\_\_\_  
(Street) (City)  
 \_\_\_\_\_ How long? \_\_\_\_\_  
(State) (Zip code)

Previous Address: \_\_\_\_\_ How long? \_\_\_\_\_  
(Street) (City) (State & Zip Code)

Are you employed now?  Yes  No If not, how long since leaving last employment? \_\_\_\_\_

Who referred you? \_\_\_\_\_ Rate of pay expected? \_\_\_\_\_

Have you worked for this company before?  Yes  No If so, position? \_\_\_\_\_

Where? \_\_\_\_\_ Dates of employment? \_\_\_\_\_

Reason for leaving? \_\_\_\_\_ Rate of pay? \_\_\_\_\_

Are you able to perform the essential functions of the position for which you are applying, either with or without reasonable accommodations?  Yes  No

Are you willing to take a physical examination and drug screen?  Yes  No

Have you ever been convicted of any crime either Felony or Misdemeanor\*?  Yes  No

If yes, please explain? \_\_\_\_\_

\*NOTE: Please exclude misdemeanor convictions for marijuana-related offenses more than two years old; convictions that have been sealed, expunged, or legally eradicated; and misdemeanor convictions for which probation was successfully completed or otherwise discharged and the case was judicially dismissed. A conviction is not an automatic bar to employment. Each case will be considered on its own merits.

# EMPLOYMENT HISTORY

Please list your last 3 employers

NOTE: List employers in reverse order starting with the most recent. Add another sheet as necessary. List any GAPS in employment with dates and reasons.

1. Employer: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Dates employed from: \_\_\_\_\_ to: \_\_\_\_\_  
Summarize the nature of work performed and the job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Rate of pay? \_\_\_\_\_ May we contact for reference?  Yes  No  
Reason for leaving:  Discharged  Resigned  Laid Off  
Please explain? \_\_\_\_\_

2. Employer: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Dates employed from: \_\_\_\_\_ to: \_\_\_\_\_  
Summarize the nature of work performed and the job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Rate of pay? \_\_\_\_\_ May we contact for reference?  Yes  No  
Reason for leaving:  Discharged  Resigned  Laid Off  
Please explain? \_\_\_\_\_

3. Employer: \_\_\_\_\_ Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_  
Dates employed from: \_\_\_\_\_ to: \_\_\_\_\_  
Summarize the nature of work performed and the job responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Address: \_\_\_\_\_  
Title: \_\_\_\_\_ Rate of pay? \_\_\_\_\_ May we contact for reference?  Yes  No  
Reason for leaving:  Discharged  Resigned  Laid Off  
Please explain? \_\_\_\_\_

Please fill in any GAPS in employment history (i.e., unemployment, etc) with dates and reasons for gaps:

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**Education:**

Circle Highest Grade Completed: Elementary 1 2 3 4 5 6 7 8    High School 1 2 3 4    College 1 2 3 4

Last school attended: \_\_\_\_\_  
(Name) (City)

**CHARACTER WORKS**

We are very intentional about building character into our workplace through our associates. The following questions will help you understand the focus of our organizational culture. Please provide your response to each question.

Name some specific examples of ways people should show or be shown that they are valued at work: \_\_\_\_\_

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How has encouragement from others affected your work life and how have these experiences affected your encouragement of others? \_\_\_\_\_

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In your work experience, what are some specific mistakes that you have learned from and what did you learn? \_\_\_\_\_

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Describe how you balance work with the rest of your life. \_\_\_\_\_

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How important do you think the quality of accountability is to a working relationship and why? \_\_\_\_\_

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Describe 'excellent service' then discuss your greatest personal challenge in providing it. \_\_\_\_\_

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Rate yourself from one to ten as a communicator, and then explain your score. \_\_\_\_\_

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What promises do you believe any employee makes to an employer merely by accepting a job? Next, what promises do you believe an employer makes merely by offering a job to a prospective employee? \_\_\_\_\_

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Name the ways you have taken advantage of opportunities to improve yourself as a student, spouse, parent and worker through accelerated courses, additional training, or by any other means which required extra degree of effort. \_\_\_\_\_

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Define integrity in the context of your work. Next, describe the actions (if any) that you consistently take to ensure you maintain this integrity. \_\_\_\_\_

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In asking and answering the previous ten questions, we have discussed several elements of personal character including, valuing, encouraging, learning, balance, accountability, service, communication, promise keeping, stewardship and integrity. These points of character are especially important to our organization. The acceptance of these points of character, not as ideals but actually integrated into practice will be required for success in our organization. How well do you believe your past experiences (work-related and otherwise) have prepared you to participate in an organization that expects these points of character to be integrated into your daily work life? \_\_\_\_\_

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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 you to make such investigations and inquiries of my personal, employment, financial and/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 responding to inquiries and releasing information in connections 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 also understand that I am required to abide by all rules and regulations of the Company.

I understand that information I provide regarding current and/or previous employers may be used, and those employer(s) will be contacted. I understand that I have the right to:

- Review information provided by previous employers;
- Have errors in the information corrected by previous employers and for those previous employers to re-send the corrected information to the prospective employer; and
- 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.

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

\_\_\_\_\_  
Date

**DISCLOSURE AND AUTHORIZATION**

Cox Petroleum Transport (the “Company”) may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). These background reports may be obtained at any time after receipt of your authorization and, if you are hired or engaged by the Company, throughout your employment.

California Drug Testing Associates (“CDTA”) will prepare or assemble the background reports for the Company. CDTA is located and can be contacted by mail at 1011 Camino Del Rio South, Suite 200, San Diego, California 92108, and can be contacted by phone at (888) 908-2382. The Internet Web Site where you can find information about CDTA’s privacy practices is [www.cdtaonline.com/privacy.asp](http://www.cdtaonline.com/privacy.asp).

Such background reports may include information concerning your creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and/or mode of living. The types of information that may be obtained include, but are not limited to: credit reports and history; criminal records and history; public court records; driving records; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); professional licensing and certification checks; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing. This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; and other information sources.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act and Section 1786.22 of the California Civil Code is also being provided to you.

**Authorization of Background Investigation**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act and Section 1786.22 of the California Code. By my signature below, I consent to preparation of background reports by CDTA, and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention or for other lawful employment purposes. I also understand that this is a continuing authorization and will remain valid, to the extent authorized by law, until such time as I inform the Company, in writing, that I wish to revoke this authorization. Accordingly, if the Company hires me, the Company may obtain background reports on me at any time throughout my employment, unless I revoke this authorization in writing.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

**PLEASE PRINT CLEARLY**

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

\_\_\_\_\_  
 Alias/Maiden Name

\_\_\_\_\_  
 Current Address    City    State    Zip Code

\_\_\_\_\_  
 Driver’s License Number                      State    Date of Birth    Social Security Number

\*\*Date of Birth is requested in order to obtain accurate retrieval of records.

I hereby authorize Cox Petroleum Transport to obtain background checks on me as provided in this Disclosure and Authorization.

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

Applicants/Employees in California

By checking this box, I have indicated that I would like a copy of any background report that is obtained by Cox Petroleum.

Para informacion en espanol, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20006.

### 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 the summary of your major rights under the FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20006.

- **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 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 a victim of identity 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, all consumers are entitled to one free disclosure every twelve (12) months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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 [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) 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 thirty (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 (7) years old, or bankruptcies that are more than ten (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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).
- **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 1-888-567-8688.
- **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.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

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. For information about your federal rights, contact:

<b>TYPE OF BUSINESS:</b>	<b>CONTACT:</b>
<p><b>1.a.</b> Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates.</p> <p><b>b.</b> Such affiliates that are not banks, savings associations, or credit union also should list, in addition to the Bureau:</p>	<p><b>a.</b> Bureau of Consumer Financial Protection 1700 G Street NW Washington, DC 20006</p> <p><b>b.</b> Federal Trade Commission: Consumer Response Center — FCRA Washington, DC 20580 (877) 382-4357</p>
<p><b>2.</b> To the extent not included in Item 1 above:</p> <p><b>a.</b> National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p><b>b.</b> State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and insured state branches of foreign banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act</p> <p><b>c.</b> Nonmember insured Banks, Insured State Branches of Foreign Banks, and Insured state savings associations</p> <p><b>d.</b> Federal Credit Unions</p>	<p><b>a.</b> Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p><b>b.</b> Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p><b>c.</b> FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p><b>d.</b> National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314</p>
<p><b>3.</b> Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement &amp; Proceedings Department of Transportation 400 Seventh Street SW Washington, DC 20590</p>
<p><b>4.</b> Creditors Subject to Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 1925 K Street NW Washington, DC 20423</p>
<p><b>5.</b> Creditors Subject to Packers and Stockyards Act</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p><b>6.</b> Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, SW, 8<sup>th</sup> Floor Washington, DC 20416</p>
<p><b>7.</b> Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street NE Washington, DC 20549</p>
<p><b>8.</b> Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p><b>9.</b> Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center — FCRA Washington, DC 20580 (877) 382-4357</p>



## **A Summary Of Your Rights Under California Civil Code Section 1786.22**

Files maintained by an investigative consumer reporting agency must be made available to consumers during normal business hours and on reasonable notice as follows:

A consumer may inspect files relating to him or her by appearing in person at the investigative consumer reporting agency and furnishing proper identification. The consumer may obtain a copy of his or her file from the investigative consumer reporting agency by paying a fee, not to exceed the actual costs of duplication services provided.

A consumer may request that the investigative consumer reporting agency send a copy of any files relating to the consumer to a specified addressee via certified mail. The consumer must make the request to the investigative consumer reporting agency in writing, and must provide proper identification.

A consumer may request that the investigative consumer reporting agency provide a summary of all information contained in any files relating to the consumer via telephone. The consumer must make the request to the investigative consumer reporting agency in writing, and must provide proper identification. In addition, the toll charge for the telephone call, if any, must be prepaid by or charged directly to the consumer.

The investigative consumer reporting agency must provide trained personnel to explain any information furnished to the consumer.

The investigative consumer reporting agency must provide a written explanation of any coded information contained in the files relating to the consumer.

The consumer may be accompanied by one other person of his or her choosing, who must furnish reasonable identification.