



1320 S. Virginia Rd., Crystal Lake, IL 60014
PH: 847.658.4342 FX: 847.658.5210

DRIVER'S APPLICATION FOR EMPLOYMENT INSTRUCTIONS

- Complete application in its entirety
- Sign all documents
- **Complete Secretary of State Driver Abstract Request Form**
- **Submit Driver Abstract Request Form to local S.O.S. office**
- **Obtain abstract and return it with completed application**
- Return application with **long-form** CDL Fitness Determination Medical Exam Report
- Register your Medical Card with the DMV (intrastate/Interstate)
- Include any professional resume
- Include **COLOR** photo copy of driver's license, social security card, and Medical Examiners Certificate
- You may submit your application in person, Fax: 847-658-5210, or by certified mail to: Sunset Cartage, Inc., Safety & Compliance Director, 1320 S. Virginia Rd. Crystal Lake, IL 60014.



1320 S. Virginia Rd., Crystal Lake, IL 60014
 PH: 847.658.4342 FX: 847.658.5210

DRIVER'S APPLICATION FOR EMPLOYMENT

In compliance with Federal and State Equal Opportunity Laws, qualified applicants are considered for all positions regardless of race, color, religion, sex, national origin, age, marital status, Veteran status, non-job related disability, or other protected group status.

TO BE READ AND SIGNED BY APPLICANT

I authorize you to make such investigations and inquiries to 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 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 to 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 for the purpose of investigating my safety performance history as required by 49 CFR 391.23(d) and 49CFR 391.23(e). I understand that I have the right to:

- Review information provided by previous employers.
- Have errors in the information corrected by employers and for those previous employers to resubmit the corrected information to the prospective employer.
- Have a rebuttal statement attached to the alleged erroneous information, if previous employer(s) and I cannot agree on the accuracy of the information.

SIGNATURE: _____

DATE: _____

↓ FOR COMPANY USE ONLY ↓

PROCESS RECORD

APPLICANT HIRED	YES / NO	APPLICANT REJECTED	YES / NO	DATE EMPLOYED	
DIVISION			POSITION		

TERMINATION OF EMPLOYMENT

DATE TERMINATED		DIVISION RELEASED FROM			
DISMISSED	YES / NO	VOLUNTARILY QUIT	YES / NO	OTHER	
TERMINATION REPORT ON FILE?	YES / NO	SUPERVISOR			





APPLICANT TO COMPLETE

(ANSWER ALL QUESTIONS - PLEASE PRINT CLEARLY)

Position Applied For:			
Name (Last, First, Middle)		Social Security No.	

RESIDENCY PAST THREE (3) YEARS				
CURRENT ADDRESS				
Street	City	State	Zip Code	Phone
PREVIOUS ADDRESS				
Street	City	State	Zip Code	Phone
PREVIOUS ADDRESS				
Street	City	State	Zip Code	Phone
PREVIOUS ADDRESS				
Street	City	State	Zip Code	Phone

Do you have the legal right to work in the United States of America? _____

Your date of birth: _____ Can you provide proof of age? _____

Have you worked for this company before? _____ "If yes, provide the following information"

Dates: From: _____ To: _____ Rate of Pay: _____ Position: _____

Reason for leaving? _____

Are you employed now? _____ If not, how long since your last employment? _____

Who referred you? _____ Rate of pay expected? _____

Have you ever been bonded? _____ Name of bonding company: _____

Is there any reason you might be unable to perform the functions of the job for which you applied? _____

If yes, please explain: _____



EMPLOYMENT HISTORY

All driver applicants to drive interstate commerce must provide the following information on all employers during the preceding three (3) years. List the complete mailing address, to include street number, city, state, and mailing zip code.

Applicants to drive a commercial motor vehicle (CMV) in intra-or-interstate commerce shall additionally provide previous seven (7) years information on those employers for whom the applicant operated a CMV

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				

EMPLOYMENT HISTORY

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				

EMPLOYMENT HISTORY

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				



EMPLOYMENT HISTORY

All driver applicants to drive interstate commerce must provide the following information on all employers during the preceding three (3) years. List the complete mailing address, to include street number, city, state, and mailing zip code. Applicants to drive a commercial motor vehicle (CMV) in intra-or-interstate commerce shall additionally provide previous seven (7) years information on those employers for whom the applicant operated a CMV

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				

EMPLOYMENT HISTORY

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				

EMPLOYMENT HISTORY

EMPLOYER			EMPLOYMENT DATES FROM / TO	
			FROM:	TO:
Name:			Position:	
Address:			Salary / Wage:	
City:	State:	Zip:	Reason for leaving:	
Contact Person:			Phone Number:	
Where you subject to the FMCSR while employed?			YES	NO
Was your job designated as a SAFETY-SENSITIVE function in any D.O.T. regulated mode subject to the drug and alcohol testing requirements of 49 CFR Part 40? YES or NO (please circle)				

*Includes vehicles having a GVWR of 26,001 lbs. or more, vehicles designed to transport 16 or more passengers (including the driver), or any size vehicle used to transport hazardous materials in a quantity requiring placarding. The Federal Motor Carrier Safety Regulations (FMCSRs) apply to anyone operating a motor vehicle on a highway in interstate commerce to transport passengers or property when the vehicle: (1) weighs or has a GVWR of 10,001 pounds or more, (2) is designed or used to transport more than 8 passengers (including the driver), OR (3) is of any size and is used to transport hazardous materials in a quantity requiring placarding.



www.GOSUNSET.com

ACCIDENT RECORD PAST THREE (3) YEARS				
Dates	Nature of Accident <small>(Head-on, Rear end, Intersection,</small>	Fatality	Injury	Hazmat

TRAFFIC VIOLATIONS AND CONVICTIONS PAST THREE (3) YEARS			
Location	Date	Offense / Charge	Penalty

DRIVER QUALIFICATIONS AND EXPERIENCE (CDL / DL / Permit / past three (3) years)				
State	License No.	Class	Endorsements	Expiration Date

Have you ever been denied a license, permit, or privilege to operate a motor vehicle?	YES (circle)	NO (circle)
Has any license permit, or driving privilege, ever been suspended or revoked?	YES (circle)	NO (circle)

If your answer to the aforementioned is yes, please describe and give details below:

List states you have operated in past five (5) years (abbreviate)→ _____

“List any other qualifications, experience, training, that may help you in working for this company”

EDUCATION (circle highest levels completed)			
Grade School: 1-2-3-4-5-6-7-8	High School: 1-2-3-4	College: 1-2-3-4	Trade: _____ (list study)

“TO BE READ AND SIGNED BY APPLICANT”

This certifies that this application and its contents provided herein was completed by me, and all information provided is true and complete in its entirety to the best of my knowledge.

Signature: _____ . Printed Name: _____ . Date: _____



Certification of Compliance with Driver License Requirement

Motor Carrier Instructions: The requirements on part 383 apply to every driver who operates in intrastate, or foreign commerce and operates a vehicle weighing 26,001 pounds or more, can transport more than 15 people, or transport hazardous materials that require placarding.

The requirements in part 391 apply to every driver who operates in intrastate commerce and operates a vehicle weighing 10,001 pounds or more, can transport more than 15 people, or transport hazardous materials that require placarding.

Driver Requirements: Parts 383 and 391 of the Federal Motor Carrier Safety Regulations contain some requirements that you as a driver must comply with. These requirements are in effect as of July 1, 1987. They are as follows:

- 1) Possess Only One License:** You, as a commercial vehicle driver, may not possess more than one motor vehicle operator's license.

If you have more than one license keep the license from your state of residence and return the additional licenses to the state that issued them. **DESTROYING** a license does not close the record in the state that issued it you must notify the state. If a multiple license has been lost, stolen, or destroyed, close your record by notifying the state of issuance that you no longer want to be licensed by that state.

- 2) Notification of License Suspension, Revocation or Cancellation:**
Sections 392.42 and 383.33 of the Federal Motor Carrier Safety Regulations require that you notify your employer the NEXT BUSINESS DAY of any revocation or suspension of your driver's license. In addition, Section 383.31 requires that any time you violate a state or local traffic law (other than parking), you must report it within 30 days to: 1) Your employing motor carrier, and 2) the state that issued your license (If the violation occurs in a state other than the one which issued your license). The notification to both the employer and the state must be in writing.

The following license is the only one I will possess:

Drivers License No. _____ State: _____ Exp Date: _____

Driver Certification: I certify that I have read and understood the above requirements

Drivers Name (Printed): _____

Drivers Signature: _____ Date: _____



DRIVER'S APPLICATION FOR EMPLOYMENT

REQUEST FOR CHECK OF DRIVING RECORD

I hereby authorize you to release the following information to Sunset Cartage INC, for purposes of investigation as required by Sections 391.23 and 391.25 of the Federal Motor Carrier Safety Regulations. You are released from any and all liability, which may result from furnishing such information.

Driver's Signature: _____ Date: _____

In accordance with the provisions of Sections 604 and 607 of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Act of 1996 (Title II, Subtitle D, Chapter 1 of Public Law 104-208), I hereby certify the following:

- 1 The consumer (applicant) has authorized in writing the procurement of this report;
- 2 The consumer (applicant) has been informed in a separate written disclosure that a consumer report may be obtained for employment purposes;
- 3 The information requested below will be used for "permissible purpose" (i.e. information for employment purposes) and will be used for no other purpose;
- 4 The information being obtained will not be used in violation of any federal or state equal opportunity law or regulation; and
- 5 Before taking an adverse action based in whole or in part on the report, the consumer (applicant) will receive a copy of the requested report and the summary of consumer rights as provided with the report by the consumer-reporting agency.

I also hereby certify that this report request and the above applicant's release notice meet the definition of "permissible uses" of state motor vehicle records under the provisions of the Driver's Privacy Protection Act of 1994 (Public Law 103-322, Title XXX, Section 300002(a)).

Signature of requester (Sunset Cartage, Inc.) Date: _____

TO:

The following named person has made application with our company for the position **DRIVER**
In accordance with Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

The following named person is employed with our company in the position of _____
In accordance with Section 391.23, Federal Department of Transportation Regulations, please furnish the undersigned with the applicant's driving record for the past three years.

Name of applicant/Driver: _____
Address: _____
Former Address: _____
Date of Birth: _____ SSN: _____ License No: _____
State of Issue: _____

Requested By:

Name: _____
Title: _____ DOT Compliance Manager

SIDE 1**SAFETY PERFORMANCE HISTORY RECORDS REQUEST**

RECIPIENT EMPLOYER: The individual identified in SECTION 1 below has indicated that you employ(ed) or use(d) him/her within the last 3 years in a position that involved the operation of a commercial motor vehicle and/or that was subject to U.S. Department of Transportation (DOT)-regulated drug and alcohol testing.

In accordance with 49 CFR §§40.25 and 391.23, we are hereby requesting that you supply us with the Safety Performance History of this individual. **Under DOT rule §391.23(g), you must respond to this inquiry within 30 days of receipt.**

Please complete SECTIONS 2 through 4 (as applicable) and return to the prospective employer shown in SECTION 1.

APPLICANT: Complete SECTION 1 and submit to prospective employer.

PROSPECTIVE EMPLOYER: Complete SECTION 5a and send form to current/previous employer. Upon receipt of completed form, complete SECTION 5b and retain.

SECTION 1:	TO BE COMPLETED BY PROSPECTIVE EMPLOYEE	
I, (Print Name) _____	First, M.I., Last _____	Social Security Number _____
hereby authorize:		Date of Birth _____
Previous Employer: _____	Email: _____	
Street: _____	Telephone: _____	
City, State, Zip: _____	Fax No.: _____	
to release and forward the information requested by section 4 of this document concerning my Alcohol and Controlled Substances Testing records within the previous 3 years from _____ .		
(date of employment application)		
To:		
Prospective Employer: _____		
Attention: _____	Telephone: _____	
Street: _____		
City, State, Zip: _____		
In compliance with §40.25(g) and 391.23(h), release of this information must be made in a written form that ensures confidentiality, such as fax, email, or letter.		
Prospective employer's confidential fax number: _____		
Prospective employer's confidential email address: _____		
_____		_____
Applicant's Signature		Date

SECTION 2:	TO BE COMPLETED BY PREVIOUS EMPLOYER	
EMPLOYMENT VERIFICATION		
The applicant named above was or is employed or used by us. Yes <input type="checkbox"/> No <input type="checkbox"/>		
Employed as (job title) _____ from (m/y) _____ to (m/y) _____		
Did he/she drive a motor vehicle for you? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what type? Straight Truck <input type="checkbox"/> Tractor-Semitrailer <input type="checkbox"/> Bus <input type="checkbox"/>		
Cargo Tank <input type="checkbox"/> Doubles/Triples <input type="checkbox"/> Other (Specify) _____		
Completed by: _____		
Company: _____		
Street: _____		
City, State, Zip: _____		Telephone: _____
Signature: _____		Date: _____
If there is no safety performance history to report, check here <input type="checkbox"/> and return. Otherwise, complete Sections 3 and 4 on SIDE 2 before returning.		

SECTION 3: TO BE COMPLETED BY PREVIOUS EMPLOYER

ACCIDENT HISTORY

Complete the following for any accidents included on your accident register (§390.15(b)) that involved the applicant in the 3 years prior to the application date shown on SIDE 1 or check here if there is no accident register data for this driver.

Date	Location	No. of Injuries	No. of Fatalities	Hazmat Spill
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____

Please provide information concerning any other commercial motor vehicle accidents involving the applicant that were reported to government agencies or insurers or retained under internal company policies: _____

SECTION 4: TO BE COMPLETED BY PREVIOUS EMPLOYER

DRUG AND ALCOHOL HISTORY

If applicant was **not** subject to DOT testing requirements under 49 CFR Part 40 while employed by you, please check here and return. Applicant was subject to DOT testing requirements from _____ to _____.

In answering these questions, include any required DOT drug or alcohol testing information you obtained from other employers in the 3 years prior to the application date shown on SIDE 1.

Within the past 3 years from the application date shown on SIDE 1:

- | | YES | NO | |
|---|--------------------------|--------------------------|--------------------------|
| 1. Has this person violated any of the drug and/or alcohol prohibitions under 49 CFR Part 40 or Subpart B of Part 382, including: | <input type="checkbox"/> | <input type="checkbox"/> | |
| • An alcohol test with a result of 0.04 or higher alcohol concentration. | | | |
| • A controlled substances test result of positive, adulterated, or substituted. | | | |
| • A refusal to submit to a random, post-accident, reasonable-suspicion, or follow-up controlled substances or alcohol test. | | | |
| • Alcohol use while performing or within 4 hours before performing safety-sensitive functions. | | | |
| • Alcohol use after an accident, in violation of §382.303. | | | |
| • Controlled substances use while on duty, except as allowed under §382.213. | | | N/A |
| 2. If this person violated a DOT drug and/or alcohol prohibition, did he/she fail to begin or complete a rehabilitation program prescribed by a Substance Abuse Professional (SAP)? If rehabilitation was required but you do not know if he/she began or completed such a program, check here <input type="checkbox"/> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. If this person successfully completed a SAP's rehabilitation referral and remained in your employ, did he/she subsequently have an alcohol test result of 0.04 or greater, a verified positive drug test, or refusal to be tested? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

SECTION 5a: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

This form was (check one) Faxed to previous employer Mailed Emailed Other _____

By: _____ Date: _____

Subsequent attempts to contact previous employer (§391.23(c)(1)): _____

SECTION 5b: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

Complete below when information is obtained.

Information received from: _____

Recorded by: _____ Method: Fax Mail Email Telephone

Date: _____ Other _____



Annual Certification of Violation & Annual Review of Driving Record

Sunset Cartage, Inc. shall at least once every 12 months, require each driver it employs to prepare and furnish Sunset a list of all violations of motor vehicle traffic laws and ordinances (other than violations involving only parking) of which the driver has been convicted, or on the account of which the driver has forfeited bond or collateral during the preceding 12 months (Section 391.27). Drivers who have provided information required by Section 383.31 need not repeat that information on this form

Each driver will provide a list as required by Sunset Cartage, Inc. If the driver has not been convicted of, or forfeited bond or collateral on account of any violation which must be listed, the driver shall so certify (Section 391.27)

Certification of Violations

Form fields for Driver's Name Print, Social Security, Date of Hire, Home Terminal, Driver License, Expiration Date, and State.

I certify that the following is true and complete list of traffic violations required to be listed (other than those I have provided under Part 383) for which I have been convicted or forfeited bond or collateral during the past 12 months.

If you have no violations check the following box. []

Table with 4 columns: Date, Violation, Location, Type of Vehicle Operated. Includes five empty rows for data entry.

If no violations are listed above, I certify that I have not been convicted or forfeited bond or collateral on account of any violation (other than those I have provided under Part 383) required to be listed during the past 12 months.

Date of Certifications and Driver's Signature fields.

Review of Driving Record

Sunset Cartage, Inc. is to review the Certification of Violations listed above and other information described in Section 391.25 of the FMCSR. Complete the information requested below.

I have hereby reviewed the driving record of the above named driver in accordance with Section 391.25 and find that he/she (check one):

- Checkboxes for driver status: Meets minimum Sunset Cartage requirements for safe driving, Meets minimum DOT requirements for safe driving (391.15), Is qualified to drive a motor vehicle pursuant to Section 391.15. Action taken with driver: Letter of Probation Issued, Letter of DOT disqualification issued Part 383, Letter of DOT disqualification issued Part 390, Did employment seperation result, Other.

Reviewer printed name, Title, Reviewer Signature, Date fields.



DRIVER'S APPLICATION FOR EMPLOYMENT

**PREVIOUS PRE-EMPLOYMENT EMPLOYEE ALCOHOL
AND DRUG TEST STATEMENT**

Sec. 40.25 (j) As the employer, you must also ask the employee whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee applied for, but did not obtain, safety sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years. If the employee admits that he or she had a positive test or refusal to test, you must not use the employee to perform safety-sensitive functions for you, until and unless the employee documents successful completion of the return-to-duty process. (See Sec. 40.25(b)(5) and (e))

Company Name: Sunset Cartage, Inc.
Street: 1320 S. Virginia Road
City: Crystal Lake
State, Zip: IL 60014

Prospective Employee Name: _____
(Print)

The prospective employee is required by Sec. 40.25(j) to respond to the following questions:

1) Have you tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work covered by DOT agency drug and alcohol testing rules during the past two years?

Check one: Yes No

2) If you answered yes, can you provide/obtain proof that you've successfully completed the DOT return-to-duty requirements?

Check one: Yes No

Prospective Employee Signature: _____ Date: _____

Witnessed by Signature: _____ Date: _____



DRIVERS EMERGENCY CONTACT INFORMATION

DRIVER NAME (Print Clearly):	
Primary Contact:	
Address:	
City, State, Zip:	
Home Phone:	
Cell Phone:	
Work Phone:	
E-Mail Address:	
Relationship:	

DRIVER NAME(Print Clearly):	
Secondary Contact:	
Address:	
City, State, Zip:	
Home Phone:	
Cell Phone:	
Work Phone:	
E-Mail Address:	
Relationship:	



DRIVER'S APPLICATION FOR EMPLOYMENT

PRE-EMPLOYMENT URINALISYS NOTIFICATION

The Federal Motor Carrier Safety Regulations, Section 382.301 Pre-Employment Testing Requirements

Sec. 382.301 Pre-Employment Testing Requirements

- a.) A Motor Carrier shall require a driver applicant who the motor carrier intends to hire or use to be tested for the use of controlled substances as a pre-qualification condition.

 - b.) A driver applicant shall submit to controlled substance testing as a pre-qualification condition.
-

As a condition of my employment, I agree to the urine sample collection and controlled substance testing.

I understand a positive test for controlled substances based on the Urinalysis Test will medically disqualify me from the operation of a commercial motor vehicle for the company.

The Medical Review Officer will maintain the results of the Urinalysis Test. Negative and positive results will be reported to the company.

My written authorization is required for the Urinalysis Test results to be given to other parties.

I have read and understand the above conditions for Pre-Employment Urinalysis Notification.

Driver Applicant Name (Type or Print)

Prospective Employee Signature: _____

Date: _____

Witnessed by Signature: _____

Date: _____



**Motor Carrier's
MEDICAL EXAMINER'S NATIONAL REGISTRY VERIFICATION**

MOTOR CARRIER INSTRUCTIONS: The requirement to include verification of the medical examiner's National Registry listing in the driver's qualification file was published in the *Federal Register* April 20, 2012. Beginning May 21, 2014, motor carriers must verify that the medical examiner who signed the driver's medical card is listed on the National Registry. This requirement is prescribed in §391.23 and §391.51.

§391.23 Investigation and inquiries. (m)(1) The motor carrier must obtain an original or copy of the medical examiner's certificate issued in accordance with §391.43, and any medical variance on which the certification is based, and, beginning on or after May 21, 2014, verify the driver was certified by a medical examiner listed on the National Registry of Certified Medical Examiners as of the date of issuance of the medical examiner's certificate, and place the records in the driver qualification file, before allowing the driver to operate a CMV. (§391.23(m)(1))

§391.51 General requirements for driver qualification files. (b)(9) A note relating to verification of medical examiner listing on the National Registry of Certified Medical Examiners required by §391.23(m). (§391.51(b)(9))

MOTOR CARRIER VERIFICATION: The following medical examiner has been verified as being listed on the National Registry of Certified Medical Examiners as of the date of issuance of the medical examiner's certificate for the named driver.

DRIVER NAME	I.D. / DL Numb	STATE

MEDICAL EXAMINER	NATIONAL REGISTRY NUMBER

VERIFIED BY:	DIVISION / TITLE	DATE



FAIR CREDIT REPORTING ACT DISCLOSURE STATEMENT

In accordance with the provisions of Section 604(b)(2)(A) of the Fair Credit Reporting Act, Public Law 91-508, as amended by the Consumer Credit Reporting Reform Act of 1996 (Title II, Subtitle D, Chapter 1, of Public Law 104-208), 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.

APPLICANT SIGNATURE	DATE
PRINTED NAME	I.D. / DL NUMBER AND STATE



EMPLOYEE DRIVING RECORD ABSTRACT CONSENT FORM

I hereby authorize and give consent to prospective employer **Sunset Cartage, Inc.** to conduct an inquiry, and obtain my Driving Record Abstract from the Office of the Secretary Of State of Illinois Driver Services Department. I

understand that the abstract is needed for business purposes pertaining to my potential employment with **Sunset**

Cartage, Inc. and is in compliance with the annual inquiry and review of driving record pursuant to FMCSR§391.25)

APPLICANT SIGNATURE	DATE
PRINTED NAME	I.D. / DL NUMBER AND STATE



OFFICE OF THE SECRETARY OF STATE
DRIVER SERVICES DEPARTMENT

2701 S. DIRKSEN PKWY.
SPRINGFIELD, IL 62723
217-782-2720
www.cyberdriveillinois.com

Driving Record Abstract Request Form

All requestors must complete Sections I, II, IV and V.

SECTION I

Enter the Driver's License Number and/or the Name and Date of Birth of the driver(s) whose record(s) is being requested in the spaces below. PLEASE PRINT LEGIBLY.

DRIVER'S LICENSE NUMBER	NAME (Last, First, Middle)	DATE OF BIRTH	GENDER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION II – REQUESTOR'S IDENTITY

Driver's License, Permit or ID Number: _____

For yourself: Yes No If no, complete Section III.

Name	First	M.I.	Last
Residential Address			
City	State	ZIP Code	

SECTION III – If you classified yourself as a representative or agent of anyone other than yourself in Section II, you must provide the following information. **Complete Section IV on reverse.**

Name of Person or Organization I am representing		
Address of Person or Organization		
City	State	ZIP Code

If the record(s) you requested must be mailed, to which address above should it be mailed: Section II Section III

SECTION IV (Please see reverse.)

SECTION V – AFFIRMATION OF REQUESTOR

I affirm that the information in Sections I, II, III and IV are true and correct to the best of my knowledge. I understand that if any of the information provided by me in these sections is knowingly false or misleading, administrative, civil and/or criminal actions may be taken against me. (Notarization required if mailing form.)

Signature: _____ Date: _____

Notary Seal

SECRETARY OF STATE USE ONLY

Identification Checked: _____

Employee Signature: _____ Date: _____ - _____ - _____

Number of Certified Records: _____ x \$12.00 = _____ Type of Record: _____

Number of Photocopies: _____ x \$ 1.00 = _____ Cash MO Check Credit Card

Number of Certifications: _____ x \$ 2.00 = _____

SECTION IV

Place an "X" in front of the category below that describes you concerning the record(s). **Mark only one category per request form.** Items within () are for Secretary of State personnel.

Purpose of Request (This information must be provided if you mark a box that has an asterisk next to it.): _____

I AM:

- * the person named on the abstract requested. (AFF or PUB-FEE "S")
- * a law enforcement or court official with an official need for the abstract(s) requested. **Complete Section III.** (CRT or EXT-NO FEE "L")
- * a private investigative agency or security service licensed in Illinois for any purpose permitted under 625 ILCS 5/2-123 of the Illinois Vehicle Code. **Complete Section III.** (PUB-FEE-"H")
Detective State Registration #: _____
- * the legal representative of the person(s) named on the abstract(s) requested. **Complete Section III.** (AFF or PUB-FEE-"R")
Attorney State Registration #: _____
- an attorney not representing the person(s) named on the abstract(s) requested but needing the abstract(s) for legal business involving the affected driver(s). **Complete Section III.** (PUB-FEE-"A")
Attorney State Registration #: _____
- * the parent/legal guardian of the minor person(s) (under age 18) named on the abstract(s) requested. I am submitting the minor's signed and notarized consent to obtain his/her abstract. (AFF or PUB-FEE-"P")
- an immediate family member (parent/legal guardian, brother, sister, spouse, grandparent, child or grandchild) of the adult (age 18 or older) named on the abstract(s) requested. I am submitting the adult's signed and notarized consent to obtain his/her abstract. (PUB-FEE-"F")
Relationship: _____
- a representative of a local, state or federal government agency, with an official business need for the abstract(s) requested to carry out the agency function on this request form. **Complete Section III.** (EXT-NO FEE-"G")
If an elected official, office held: _____
- a representative of the insurance industry with a legitimate insurance business need for the abstract(s) requested. **Complete Section III.** (PUB-FEE-"I")
- the employer, prospective employer, or representative of the employer or prospective employer of the person(s) named on the abstract(s) requested. I am submitting the employee's signed and dated consent form. **If I am coming into a facility, I will bring in the employees signed and dated consent form.** The abstract(s) is needed for business purposes pertaining to the person's(s') employment or prospective employment. **Complete Section III.** (PUB-FEE-"E")
- a representative of a financial institution with a legitimate business need for the abstract(s) requested. **Complete Section III.** (PUB-FEE-"B")
- a representative of a new or used vehicle dealership, vehicle rental agency, or tow truck operation with a legitimate business need for the abstract(s) requested. **Complete Section III.** (PUB-FEE-"D")
- none of the above. The abstract(s) requested will be mailed to you by the Secretary of State Driver Services Department in Springfield in approximately 10 business days. The Secretary of State's office will send a letter to each person for whom a driving abstract is requested approximately 10 days prior to mailing his/her abstract(s) to you. The letter will inform the person(s) of the date of your purchase and your name. **NOTE: The abstract(s) requested will not list the address or personal information of the individual(s).** (PUB-Fee "N")

**THE BELOW DISCLOSURE AND AUTHORIZATION LANGUAGE IS FOR MANDATORY USE BY ALL
ACCOUNT HOLDERS**

IMPORTANT DISCLOSURE

REGARDING BACKGROUND REPORTS FROM THE *PSP Online Service*

In connection with your application for employment with _____ (“Prospective Employer”), Prospective Employer, its employees, agents or contractors may obtain one or more reports regarding your driving, and safety inspection history from the Federal Motor Carrier Safety Administration (FMCSA).

When the application for employment is submitted in person, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer will provide you with a copy of the report upon which its decision was based and a written summary of your rights under the Fair Credit Reporting Act before taking any final adverse action. If any final adverse action is taken against you based upon your driving history or safety report, the Prospective Employer will notify you that the action has been taken and that the action was based in part or in whole on this report.

When the application for employment is submitted by mail, telephone, computer, or other similar means, if the Prospective Employer uses any information it obtains from FMCSA in a decision to not hire you or to make any other adverse employment decision regarding you, the Prospective Employer must provide you within three business days of taking adverse action oral, written or electronic notification: that adverse action has been taken based in whole or in part on information obtained from FMCSA; the name, address, and the toll free telephone number of FMCSA; that the FMCSA did not make the decision to take the adverse action and is unable to provide you the specific reasons why the adverse action was taken; and that you may, upon providing proper identification, request a free copy of the report and may dispute with the FMCSA the accuracy or completeness of any information or report. If you request a copy of a driver record from the Prospective Employer who procured the report, then, within 3 business days of receiving your request, together with proper identification, the Prospective Employer must send or provide to you a copy of your report and a summary of your rights under the Fair Credit Reporting Act.

Neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. You may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If you challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. Your request will be forwarded by the DataQs system to the appropriate State for adjudication.

Any crash or inspection in which you were involved will display on your PSP report. Since the PSP report does not report, or assign, or imply fault, it will include all Commercial Motor Vehicle (CMV) crashes where you were a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, all inspections, with or without violations, appear on the PSP report. State citations associated with Federal Motor Carrier Safety Regulations (FMCSR) violations that have been adjudicated by a court of law will also appear, and remain, on a PSP report.

The Prospective Employer cannot obtain background reports from FMCSA without your authorization.

AUTHORIZATION

If you agree that the Prospective Employer may obtain such background reports, please read the following and sign below:

I authorize _____ (“Prospective Employer”) to access the FMCSA Pre-Employment Screening Program (PSP) system to seek information regarding my commercial driving safety record and information regarding my safety inspection history. I understand that I am authorizing the release of safety performance information including crash data from the previous five (5) years and inspection history from the previous three (3) years. I understand and acknowledge that this release of information may assist the Prospective Employer to make a determination regarding my suitability as an employee.

I further understand that neither the Prospective Employer nor the FMCSA contractor supplying the crash and safety information has the capability to correct any safety data that appears to be incorrect. I understand I may challenge the accuracy of the data by submitting a request to <https://dataqs.fmcsa.dot.gov>. If I challenge crash or inspection information reported by a State, FMCSA cannot change or correct this data. I understand my request will be forwarded by the DataQs system to the appropriate State for adjudication.

I understand that any crash or inspection in which I was involved will display on my PSP report. Since the PSP report does not report, or assign, or imply fault, I acknowledge it will include all CMV crashes where I was a driver or co-driver and where those crashes were reported to FMCSA, regardless of fault. Similarly, I understand all inspections, with or without violations, will appear on my PSP report, and State citations associated with FMCSR violations that have been adjudicated by a court of law will also appear, and remain, on my PSP report.

I have read the above Disclosure Regarding Background Reports provided to me by Prospective Employer and I understand that if I sign this Disclosure and Authorization, Prospective Employer may obtain a report of my crash and inspection history. I hereby authorize Prospective Employer and its employees, authorized agents, and/or affiliates to obtain the information authorized above.

Date: _____

Signature

Name (Please Print)

NOTICE: This form is made available to monthly account holders by NIC on behalf of the U.S. Department of Transportation, Federal Motor Carrier Safety Administration (FMCSA). Account holders are required by federal law to obtain an Applicant’s written or electronic consent prior to accessing the Applicant’s PSP report. Further, account holders are required by FMCSA to use the language contained in this Disclosure and Authorization form to obtain an Applicant’s consent. The language must be used in whole, exactly as provided. Further, the language on this form must exist as one stand-alone document. The language may NOT be included with other consent forms or any other language.

NOTICE: The prospective employment concept referenced in this form contemplates the definition of “employee” contained at 49 C.F.R. 383.5.

LAST UPDATED 12/22/2015

