



J&T Truck & Trailer Repair  
100 N State St  
Hubbard, IA 50122

Office: 800-970-1323

Fax: 641-864-2304

Email: [JnTrepair@JnTrepair.com](mailto:JnTrepair@JnTrepair.com)

Thank you for your interest in employment at J&T Truck & Trailer Repair. Enclosed is an employment application and an authorization form to conduct a criminal background check. The application has multiple parts, so please complete it as detailed as you can and read the directions carefully.

After we've reviewed your application and conducted a background check, we will contact you if we'd like to further discuss this position.

Please call Jeremy at 800-970-1323 if you have any questions about the application process.

# APPLICATION FOR EMPLOYMENT

J&T Truck & Trailer Repair  
100 N State Street  
Hubbard, IA 50122

Office: 800-970-1323  
Email: JnTrepair@JnTrepair.com

Date: \_\_\_\_\_ Position Applying For: \_\_\_\_\_

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

Phone Number: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Number: (\_\_\_\_\_) \_\_\_\_\_

## **Current Address & Three Years Previous Addresses:**

Current \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Previous \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Previous \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Previous \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Have you worked for J&T before? \_\_\_ Yes \_\_\_ No

If Yes, give dates: From \_\_\_\_\_ To \_\_\_\_\_

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

## **Education History**

*Please circle the highest grade completed:*

Grade School 1 2 3 4 5 6 7 8 9 10 11 12

College 1 2 3 4 Post-Graduate 1 2 3 4

Applicable Certification(s): \_\_\_\_\_

**Employment History**

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*Give a complete record of all employment that you have held.*

**Current Employer (if applicable)**

From \_\_\_\_\_ to \_\_\_\_\_ Employer Name \_\_\_\_\_

Position Held: \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Phone \_\_\_\_\_

**Previous Employer(s)**

From \_\_\_\_\_ to \_\_\_\_\_ Employer Name \_\_\_\_\_

Position Held: \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Employer Name \_\_\_\_\_

Position Held: \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Employer Name \_\_\_\_\_

Position Held: \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Phone \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_ Employer Name \_\_\_\_\_

Position Held: \_\_\_\_\_ Address \_\_\_\_\_

Reason for Leaving \_\_\_\_\_ Phone \_\_\_\_\_

1. Do you have a record of founded child or dependent adult abuse or have you ever been convicted of a crime other than a simple misdemeanor offense relating to motor vehicles and laws of the road under chapter 321 or equivalent provisions, in this state or any other state? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe: \_\_\_\_\_

2. Have you ever been involuntarily terminated from any previous position? \_\_\_\_ Yes \_\_\_\_ No

If yes, please describe: \_\_\_\_\_

3. Are you authorized to work in the United States? \_\_\_\_ Yes \_\_\_\_ No

4. Are you a veteran? \_\_\_\_ Yes \_\_\_\_ No

**Personal References**

List three persons for references, other than family members.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

**Please Read & Sign Below**

*I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed; false or misleading statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and authorize the persons and entities listed above to give you any and all information concerning previous employment and any pertinent information they may have, personal or otherwise, and I hereby release all parties from liability for any damage that may result from furnishing such information to you.*

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**CONSUMER DISCLOSURE AND AUTHORIZATION FORM**  
**Disclosure Regarding Background Investigation**

J&T Logistics, J&T Motorfreight, and/or J&T Truck & Trailer Repair (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 (including independent contractor assignments, as applicable). This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as “background reports”). An “investigative consumer report” is a background report that includes information from personal interviews (except in California, where that term includes background reports with or without information obtained from personal interviews), the most common form of which is checking personal or professional references. 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 or your contract period, as allowed by law.

HireRight, Inc. (“HireRight”), or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight can be contacted by phone at (800) 400-2761. Information about HireRight’s privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The background report may contain information concerning your character, general reputation, personal characteristics, mode of living, and credit standing. The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker’s compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; 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, for investigative consumer reports, personal interviews with sources such as neighbors, friends, former employers and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of an investigative consumer report, if any, by contacting the Company.

A summary of your rights under the Fair Credit Reporting Act, as well as certain state-specific notices, are also being provided to you.

## ADDITIONAL STATE LAW NOTICES

If you are an applicant, employee or contractor in any of the states listed below, please also note the following:

**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by the consumer reporting agency (e.g., HireRight) during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at the consumer reporting agency's offices in person, during normal business hours and on reasonable notice, or by certified mail. You may also receive a summary of the file by telephone, upon submitting proper identification and written request. The consumer reporting agency has trained personnel available to explain your file to you, including any coded information, and will provide a written explanation of any coded information contained in your file. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification. "Proper identification" includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. If you cannot identify yourself with such information, the consumer reporting agency may require additional information concerning your employment and personal or family history to verify your identity. Additional California-specific information is set out below.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest office designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such consumer reporting agencies copies of any such reports.

**MASSACHUSETTS:** You have the right to know whether the Company requested an investigative consumer report about you and, upon written request to the Company, to receive a copy of any such report. You also have the right to ask the consumer reporting agency (e.g., HireRight) for a copy of any such report.

**MINNESOTA:** You have the right in most circumstances to submit a written request to the consumer reporting agency (e.g., HireRight) for a complete and accurate disclosure of the nature and scope of any consumer report the Company ordered about you. The consumer reporting agency must provide you with this disclosure within 5 days after its receipt of your request or the report was requested by the Company, whichever date is later.

**NEW JERSEY:** You have the right to submit a request to the consumer reporting agency (e.g., HireRight) for a copy of any investigative consumer report the Company requested about you. A summary of your rights under the New Jersey Fair Credit Reporting Act is set out below.

**NEW YORK:** You have the right, upon written request, to be informed of whether or not the Company requested a consumer report or an investigative consumer report about you. Shown above is the address and telephone number for HireRight, the consumer reporting agency used by the Company. You may inspect and receive a copy of any such report by contacting that consumer reporting agency. A copy of Article 23-A of the New York Correction Law is provided below.

**WASHINGTON STATE:** If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You are entitled to this disclosure within 5 days after the date your request is received or the Company ordered the report, whichever is later. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act, which is also set out below.

**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. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc. (“HireRight”), 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 (including independent contractor assignments, as applicable), promotion, retention or for other lawful employment purposes. I understand that if the Company hires me or contracts for my services, my consent will apply, and the Company may, as allowed by law, obtain additional background reports pertaining to me, without asking for my authorization again, throughout my employment or contract period from HireRight and/or other consumer reporting agencies.

I understand that information contained in my employment or contractor application, or otherwise disclosed by me before or during my employment or contract assignment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment or contract for services.

I hereby authorize all of the following, without limitation, to disclose information about me to the consumer reporting agency and its agents: law enforcement and all other federal, state and local agencies, learning institutions (including public and private schools, colleges and universities), testing agencies, 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 all other individuals and sources with any information about or concerning me. The information that can be disclosed to the consumer reporting agency and its agents includes, but is not limited to, information concerning my employment and earnings history, education, credit history, motor vehicle history, criminal history, military service, professional credentials and licenses.

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.

**California, Minnesota or Oklahoma applicants only:** Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

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

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