

**APPLICANT FLOW DATA**

Applicants are considered without regard to race, color, creed, national origin, religion, sex, disability, age, marital status, or veteran status. The information requested below will be used to determine the effectiveness of our recruitment efforts and to meet Federal Requirements. This data will be kept separate from your employment file. Your answers will not affect your employment opportunities.

**PLEASE CHECK (OR FILL IN) THE APPROPRIATE RESPONSE IN “EACH” CATEGORY**

**POSITION APPLYING FOR:**             Driver  
    Automotive Technician  
    Dispatcher  
    Data Entry/Reservationist  
    Other

**CURRENT EMPLOYMENT STATUS:**    Student  
    Homemaker  
    Employed  
    Second Job  
    Changing Jobs  
    Unemployed

**ETHNIC BACKGROUND:**             Black/African American  
    Hispanic  
    Asian/Pacific Islander  
    Native American/Alaskan  
    White/Caucasian

**GENDER:**                                 Female  
    Male



**HOW DID YOU LEARN ABOUT THE POSITION? PLEASE CHECK “ALL” THAT APPLY!**

<input type="checkbox"/> Rehire	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Transit Team Employee	<input type="checkbox"/> Community Agency: Which _____
<input type="checkbox"/> Friend/Relative	<input type="checkbox"/> School: Which _____
<input type="checkbox"/> Car/Truck Decals	<input type="checkbox"/> Telephone Book
<input type="checkbox"/> Indeed	<input type="checkbox"/> Facebook
<input type="checkbox"/> Job Dig	<input type="checkbox"/> Other Newspaper: Which _____



1154 NORTH 5th st MINNEAPOLIS MN 55411

*\*Signature required on the back of this page\**

As part of our employment process, we may obtain where permitted, one or more consumer reports or investigative consumer reports about you that we obtain from a consumer reporting agency, such as:

- Consumer reports may include background, employment history, academic and/or professional credentials, military service, credit history, and driving history. The information gathered also may involve a criminal history and/or alcohol or drug use history, if any.
- An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. This also may include contacts of all listed prior employers to verify your employment history.
- If your employment falls under the federal Department of Transportation (“DOT”) and the Federal Motor Carrier Safety Administration (“FMCSA”), including 49 CFR § 391.23, the report could include your driving, safety inspection and performance history from the FMCSA.

Under the provisions of the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq.; FMCSA regulations in the Federal Code of Regulations, including 49 CFR § 40.329; and certain state laws, before we can seek such reports, where permitted, we must have your written permission to obtain the information.

You have the right, upon written request, to a complete and accurate disclosure of the nature and scope of the investigation. You also are entitled to a copy of that document entitled “Rights Under the Fair Credit Reporting Act”. Under the FCRA, before we take adverse action on the basis, in whole or in part, of information in a consumer report, you will be provided a copy of that report, the name, address, and telephone number of the consumer reporting agency, and a summary of your rights under the FCRA.

**Notice to California Applicants:** Under California law, the reports ordered about you for employment purposes within the State of California are defined as “investigative consumer reports.” These reports may contain information on your character, general reputation, personal characteristics and mode of living. Under California Civil Code § 1786.22, you may view the report(s) maintained at iiX during normal business hours. You also may obtain a copy by submitting proper identification and paying the cost of duplication by appearing at iiX in person, by mail, or by telephone. iiX is required to have personnel available to explain the report(s) and to explain any coded information. If you appear in person, you may be accompanied by a person of your choice, if s/he furnishes proper identification.

**Notice to Massachusetts Applicants:** Under Massachusetts law, an employer is prohibited from making written, pre-employment inquiries of an applicant about his or her criminal history. MASSACHUSETTS APPLICANTS SHOULD NOT RESPOND TO ANY OF THE QUESTIONS SEEKING CRIMINAL RECORD INFORMATION.

I have read and understood the preceding Disclosure to Consumer. Under the Fair Credit Reporting Act (“FCRA”), 15 U.S.C. § 1681 et seq., the regulations applicable to the federal Department of Transportation’s Federal Motor Carriers Safety Administration, including 49 CFR § 40.329, the Americans with Disabilities Act and all other applicable

federal, state, and local laws, I hereby authorize and permit the above named company to obtain information about me, where permitted, which may pertain to my employment records, driving history records, driving performance and safety history, criminal history, credit history, civil records, workers' compensation (post-offer only), alcohol and drug testing, verification of my academic and/or professional credentials, and information and/or copies of documents from any military service records.

I understand an "investigative consumer report" may include information as to my character, general reputation, personal characteristics, and mode of living that may be obtained by interviews with individuals who may have knowledge concerning any such items of information. I authorize information to be obtained from my former employers to satisfy driver qualification regulations.

**DOT Drivers.** I understand that Title 49 of the Federal Code of Regulations, § 391.23, requires that my prospective employer and/or its agent(s) may contact all former employers of a driver within the last three years under the regulation of the Department of Transportation. Information such as dates of employment, position, accident history, as well as information pertaining to my drug and alcohol testing history, may be requested from each employer in accordance with Section 391.23 and 49 CFR 40.25.

By signing below, I consent to and authorize the gathering of this information by my prospective employer or employer and those who my prospective employer or employer has engaged to request and obtain this information including former employers, and/or from or through a consumer reporting agency, such as iiX, a Verisk Analytics Business.

I understand and acknowledge that the information provided in the consumer reports or investigative consumer reports may assist my employer or prospective employer to make a determination regarding my suitability as an employee.

I further understand that, under the FCRA, in the event of Adverse Action, I may request a copy of any consumer report from the consumer reporting agency that compiled the report, after I have provided proper identification.

I agree that a copy of this authorization has the same effect as an original. Where permitted, this authorization shall remain in effect over the course of my employment and reports may be ordered periodically during the course of my employment.

\_\_\_\_\_  
Applicant's / Employee's Full Name (Print clearly)

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Applicant's / Employee's Signature Date of Signature

- **California Applicants:** Check here \_\_\_\_\_ to have a copy of your consumer report sent directly to you. The **employer or prospective employer is to provide a copy of the report to you** in accordance with California Civil Code § 1786.16.
- **Minnesota and Oklahoma Applicants:** Submit a written request to have a copy of your consumer report sent directly to you.

# Drug / Alcohol Test Request

<b>Employer:</b>	<u>Transit Team, Inc.</u>		
<b>Location:</b>	1154 N 5 <sup>th</sup> St. Minneapolis, MN 55411		
<b>Collection site:</b>			
<b>Lab acct. #:</b>			
<b>Employer address:</b>	1154 N 5 <sup>th</sup> St. Minneapolis, MN 55411	<b>Date test to be done:</b>	
<b>Donor name:</b>		<b>Soc. sec. #:</b>	
<p>Donor is regulated by the following agency:</p> <p><input type="checkbox"/> FMCSA (DOT)</p> <p><input type="checkbox"/> RSPA (DOT)</p> <p><input type="checkbox"/> FAA (DOT)</p> <p><input type="checkbox"/> FTA (DOT)</p> <p><input type="checkbox"/> FRA (DOT)</p> <p><input type="checkbox"/> USCG (DOT)</p> <p><input checked="" type="checkbox"/> non- DOT</p> <p><input type="checkbox"/> other</p> <p>_____</p>	<p align="center"><b>Company Representative</b></p> <p align="center"><b>Fax This Form To</b></p> <p align="center"><b>866-262-8693</b></p>	<p>The following procedure(s) should be completed:</p> <p><input checked="" type="checkbox"/> drug screen urine specimen collection <b>only</b></p> <p><input type="checkbox"/> breath alcohol test <b>only</b></p> <p><input type="checkbox"/> <b>both</b> urine collection and breath alcohol test</p> <p><input type="checkbox"/> physical</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>other</p>	<p>The reason for testing is: <b>(please check one)</b></p> <p><input checked="" type="checkbox"/> pre-employment</p> <p><input type="checkbox"/> random</p> <p><input type="checkbox"/> post-accident</p> <p><input type="checkbox"/> reasonable suspicion</p> <p><input type="checkbox"/> follow-up</p> <p><input type="checkbox"/> return-to-duty</p> <p><input type="checkbox"/> other</p>

## ATTENTION DRUG SCREEN URINE SPECIMEN COLLECTOR:

- 1) Please use the pre-printed chain-of-custody form already supplied to your facility or brought in by the donor (the Medical Review Officer should be listed as **Dr. Stuart Hoffman** or **Medical Review Services**). If you do not have a pre-printed form, call First Advantage Client Relations immediately at (866) 489-3839. They will help you customize a form to use for this collection. **DO NOT SEND THE DONOR AWAY.**
- 2) Please fax the completed MRO copy of the chain-of-custody form immediately to:  
Medical Review Officer, 866-355-1297 c/o Medical Review Services, 480 Quadrangle Dr. Ste. A, Bolingbrook, IL 60440

# Test Notification Appointment Form

**Employee/Applicant:** Please review the Drug/Alcohol Testing Procedures on the reverse side.

Company Name: \_\_\_\_\_ Transit Team, Inc. \_\_\_\_\_

Print Employee/Applicant's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Home Phone Number: (\_\_\_\_\_) \_\_\_\_\_

**Type of Non-DOT Test Scheduled** (*check one*):

- Pre-Employment**                       Post-Accident                       Random  
 Reasonable Cause                       Return-to-Duty                        
Other \_\_\_\_\_  
 Post Rehabilitation/Follow-Up     Periodic (Coast Guard Only)

**Type of Test(s) Required:**

- Drug Test**                       Blood Alcohol Test (Coast Guard only)  
 Saliva Alcohol Test (QED)                       Breath Alcohol Test (EBT)

# **Drug and Alcohol Testing Procedures**

As required by the company policy, you have been scheduled for an appointment at the collection site listed on the reverse-side of this sheet for a drug and/or alcohol test. Please report to this site at the time scheduled and be prepared to provide a urine specimen of approximately two (2) ounces for drug testing. An alcohol test may also be required.

Strict privacy will be provided during specimen collection unless otherwise required or allowed by DOT urine specimen collections procedures. The collections site must immediately perform an observed collection if: 1) the collector is directed by the Designated Employer Representative to do so; 2) the collector observed materials brought to the collection site or the employees conduct clearly indicated an attempt to tamper with the specimen; 3) the temperature on the original specimen was out of range; or 4) the original specimen appeared to have been tampered with.

## **The collection process for drug testing will consist of the following:**

- Provide collector with the "*Non-DOT Regulated Test Appointment Form*" (Form MF101/reverse-side of this sheet).
- Present government issued personal identification (Photo I.D.) or company issued badge to collector.
- Coats, briefcases, hats, purses, etc. are not allowed into the collection room.
- You will be instructed to wash your hands before the collection.
- You will be provided with a private area to void unless otherwise specified. If you are unable to provide a urine specimen, you will be given up to forty (40) ounces of fluid during a three (3) hour period. If you remain unable to provide a void after the three (3) hour period, your DER will be contacted and you will be instructed on how to proceed.
- Keep your specimen container in sight at all times until sealed for transportation.
- Fill out the Custody & Control Form (CCF) completely.
- All drug test results will be processed through a U.S. Department of Health & Human Services/Substance Abuse & Mental Health Services Administration (HHS/SAMHSA)-certified laboratory and will be forwarded to the Medical Review Officer (MRO) at First Advantage.
- The results from the MRO will be directed to your employer's Designated Employer Representative (DER).

## **The collection process for alcohol testing will consist of the following:**

- A blood draw (Coast Guard only); or
- A screening test utilizing an Evidential Breath Testing (EBT) device or a saliva alcohol testing device.
- If the screening test registers above the established cut-off level, a confirmatory test by breath or blood is required.

**NOTE:** Failure to comply with this "Test Appointment Form" may be grounds for disciplinary action, up to and including termination or being considered unqualified for employment by the company.

# **Pre-Employment/Pre-Placement Acknowledgement** **Form**

## **Pre-Employment Tests Only:**

*Applicants, please read and sign below.*

I HEREBY ACKNOWLEDGE that I have been informed by the Company of the requirement to submit to a pre-employment drug and/or alcohol test, as required by the Company policy. I understand that the Company Policy requires all prospective employees submit to a drug and/or alcohol test. A urine specimen will be collected at a site selected by the company and tested for drugs at a HHS/SAMHSA-certified laboratory. The laboratory results of the drug test will be reviewed, reported, and maintained by the Medical Review Officer (MRO) selected by the company. If the drug test result is negative, the MRO will report the test result to the company. I will be given an opportunity to discuss a positive laboratory test result with the MRO before the drug test is reported to the company as a verified positive.

I understand that if my drug and/or alcohol test is verified/confirmed as positive, if it is determined that there has been any interference with the collection or testing process (including adulteration and/or switching specimens) or if I refuse to submit to the required pre-employment drug and/or alcohol test, I will be considered unqualified for employment in a safety-sensitive position by the Company.

I also understand that, if hired, I will be required to submit to additional drug and/or alcohol tests as outlined in the Company policy and supportive material.

I acknowledge that the Company's offer of employment is conditioned on a negative test result..

***If you have any questions, please discuss them with the Company before signing.***

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

Applicant Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

### ***Required if applicant is less than 18 years of age:***

I am the parent/guardian of \_\_\_\_\_. I hereby consent to his/her participation in a pre-employment drug and/or alcohol test as detailed above. I understand that test results will only be disclosed to the applicant.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

***NOTE: This certificate should be retained in a secured file.***

# Notice and Authorization

I, \_\_\_\_\_ hereby consent and authorize Transit Team, Inc. to prepare or cause to be prepared a consumer report including, but not limited to obtaining a consumer report and information as to my character, general reputation, personal characteristics MVR records and criminal records. This report may involve personal interviews with sources such as neighbors, friends, associates, past employers and educational institutions. Public records may be used in this report, such as civil and criminal records (as reported by the BCA) and driving records that are deemed to have a bearing on my job performance. \*In using a consumer report for employment purposes, before taking any adverse action based in whole or part on the report, the person intending to take such adverse action shall provide to the consumer to whom the report relates, a copy of the report and a description in writing of the rights of the consumer under this title, as prescribed by the Federal Trade Commission section 609(c)(3)\*.

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

Print Name: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Other Names Used (maiden, alias etc.)  
\_\_\_\_\_

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Please check the following states also:

_____	_____
_____	_____
_____	_____
_____	_____