



Application for Administrative Employment

DEDICATED LOGISTICS, INC. IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

Name: _____ SSN: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: (____) _____ How Were You Referred To DLI? _____

Type of Position Seeking: _____ Salary Desired: _____

Are you 18 years of age or older? Yes No

Have you ever been convicted of a felony? Yes No

**Convictions are not an automatic disqualifier or bar to employment. You are not required to disclose expunged juvenile records of conviction or arrest.*

If hired, can you provide written evidence that you are authorized to work in the U.S.? Yes No

EDUCATION

Type	Name/Location	Course	No. of Years Completed	Degree/Diploma
Elementary & Jr. High				
High School				
College				
Technical or Other				

EMPLOYMENT RECORD

Company Name & Address	Kind of Work	Date Started & Left	Rate of Pay	Reason for Leaving
		___/___/___ - ___/___/___	\$	
		___/___/___ - ___/___/___	\$	
		___/___/___ - ___/___/___	\$	
		___/___/___ - ___/___/___	\$	
		___/___/___ - ___/___/___	\$	

Please list any additional information that relates to your ability to perform the job for which you have applied - such as licenses, professional memberships, hobbies, etc.

COMPUTER SKILLS

Please give details of the software that you have the most experience with and indicate your level of proficiency:

Application	Software (MS Word, Excel, etc.)	Skill Level (Beginner, Competent, Expert)
Word-Processing	_____	_____
Spreadsheets	_____	_____
Accounting	_____	_____
Other	_____	_____

REFERENCES (Do *Not* Include Relatives)

Name	Occupation	Yrs Known	Address & Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This application was completed by me, and the information on this application is true and complete to the best of my knowledge. False, misleading or incomplete information may be a basis for rejecting the application and denying employment.

I authorize DLI, or any party or agency contacted by DLI to provide the information required to verify my background, including past employment and criminal records (if any).

I understand that any offer of employment is conditioned on the satisfactory completion of this background check, as well as my providing satisfactory proof of identity and U.S. employment authorization.

I also understand that DLI does not promise an offer or guarantee employment for any length of time.

Signed: _____ **Date:** _____

APPLICANTS - PLEASE DO NOT WRITE BELOW THIS LINE

Interviewed By: (1) _____ Date: _____
(2) _____ Date: _____

Comments: _____

Starting Date: _____ Position: _____

Supervisor: _____ Approved By: _____