

**APPLICATION FOR EMPLOYMENT – AVR, INC AND AFFILIATES**  
(AN EQUAL OPPORTUNITY EMPLOYER)

READ CAREFULLY – YOUR EMPLOYMENT DEPENDS ON YOU MEETING CERTAIN CRITERIA

Dear Prospective Employee,

You have been given a packet of papers to complete, which include:

AVR Criteria sheet, which requires your signature acknowledging that you have read it thoroughly.

AVR Application Form which asks for certain information such as what experience you have, references as to where you have worked in the past etc.

Also included is a form required under the Equal Employment Opportunity Act. Please complete the form and enclose it in the envelope that is attached. This envelope will be given to the EEO Officer and will not be part of your personnel file or application file.

It is important that you read each of these and understand them.

If you have any questions please contact the person that supplied you with these forms.

It is also important that you know:

ALL NEW EMPLOYEES are placed on a 45 day PROBATION PERIOD, after which time, if they are accepted, they attain the status of “Employee.”

However, no provision and or statement in this application is intended to create a contract between AVR, Inc. and Affiliates and any employee, or to limit the rights of the company and its employees to terminate the employment relationship at any time, with or without cause.

ALL NEW EMPLOYEES must take a PRE-PLACEMENT PHYSICAL EXAM, which will include a general physical exam. This exam will be conducted by our appointed Medical Examiner.

If you are considered for employment a medical exam, on which your employment is conditioned, will be scheduled. If, by chance, you are put to work prior to that exam, your employment is still conditional on the results of that examination.

This examination will also include a “DRUG SCREEN” and a “SPECTRUM.”

The CRITERIA for employment is explained on the APPLICATION for EMPLOYMENT sheet following. You must sign the acknowledgment lines on the bottom of the Criteria page in order to be considered for employment.

Thank you for considering us in your search for employment.

AVR, Inc. and Affiliates

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**Pre-Employment Medical Examination:**

- A pre-employment physical examination is required for ALL POTENTIAL EMPLOYEES
- All newly hired employees are on PROBATION for 45-days.
- The pre-employment physical will include a “Medical Questionnaire and Examination,” a “Substance of Abuse” (Drug/Alcohol Test) and a spectrum, all with interpretations.
- Employment is conditional on satisfactory results from the pre-employment medical examination. If you have been put to work prior to the above testing, YOU ARE PROBATIONARY and your employment is conditional on the results of the pre-employment medical examination.
- A POSITIVE “Substance of Abuse Test” will mean “No Hire” or if you have been placed on the job pending results of your medical exam, you will be discharged from your probationary employment.

**Employment Criteria – Applicants will be refused if they fail to meet the following criteria:**

- No alcohol or drug violations within the last THREE years.
- Possess a valid driver's license of the type and class designated by the State of Minnesota for any type of vehicle that you may drive in your work classification. Under any circumstances, employment is contingent upon a valid driver's license and a satisfactory driving record.
- Not more than TWO moving violations (equipment violation accepted) in the last three years, or more than FOUR in the last five years.

**Age and Experience for employees that will use company or personally owned vehicles:**

- Trucks over 1 Ton and Tractor/Trailers – Age 21; Pick-ups, Private Passenger and Vans – Age 18.
- Two years experience in a vehicle of like size and configuration.

**Driver Tests for Heavy Trucks and Mixers:**

- Before being considered for hiring, all new driver applicants will be required to take and pass a driving test.
- Driving tests will consist of a road test in a vehicle like a vehicle that would be used in the job for which you are applying. When taking the road test an assigned driver that is qualified in a like truck will accompany the applicant.
- When the assigned test driver feels he has demonstrated to the applicant the proper operating instructions for the vehicle, he/she will then require the applicant to drive the truck. The applicant will drive the truck; both empty and loaded according to the wishes of the assigned driver.
- A road test should be of at least one-half hour duration and usually no more than four hours.
- Applicants will not be paid during the testing period.
- The company reserves the right to test any applicant (not all applicants will be tested, only those that in the company's opinion, qualify as a potential employee.)
- Upon passing a road test, the applicant will be considered for employment.
- The passing of a road test does not imply, in any manner or guarantee, that an offer of employment has been made.
- The Company Operations Manager and his/her decision will interpret all test results, objective and subjective will be final.

**Driver Training if needed:**

- After having passed a driving test, some applicants may need additional training.
- If in the opinion of the “assigned driver” giving the test, or upon the determination of the Operations Manager, an applicant driver is deemed to require additional training, he/she will be given some additional driving time, under supervision, before being assigned to his own truck.

**I understand that my employment, if I am accepted, is PROBATIONARY for 45-days and is contingent upon verification of all the criteria above as it applies to me, including my driving records and upon the satisfactory results of my medical examinations, Substance of Abuse Test and the spectrum and all interpretation reports.**

**I understand that nothing in this application, or in any prior or subsequent written or oral statement, creates a contract of employment or any rights in the nature of a contract. I agree and understand that if I am hired by AVR, Inc. and Affiliates, my employment will be “at-will”, both during the 45 day probation period and after, for an indefinite period of time, and may be terminated at any time, with or without cause or notice, at the option of AVR, Inc. and Affiliates or myself.**

**I understand that I have the right to end my employment at any time and that AVR, Inc. and Affiliates retains the same right. I also understand that no one has the authority to enter into any contract, agreement, or modification of the foregoing unless such contract, agreement, or modification is in writing and signed by an owner of AVR, Inc. and Affiliates.**

**I have answered all questions honestly and to the best of my ability. I understand that if I am hired and it is found that I falsified any information, that my employment may be terminated immediately.**

**I hereby acknowledge that I have read all the above criteria, requirements and statements and I acknowledge that I UNDERSTAND THEIR MEANING AND INTENT.**

Signed this date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

# AVR and Associated Companies APPLICATION FOR EMPLOYMENT

(An Equal Opportunity Employer)

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone No: (\_\_\_\_\_) \_\_\_\_\_ Social Security No: \_\_\_\_\_

What kind of work are you applying for? \_\_\_\_\_

What special qualifications do you have for this position? \_\_\_\_\_

What machines can you operate? \_\_\_\_\_

Are you 16 years or older? (Answer Yes or No) \_\_\_\_\_

## DRIVERS LICENSE AND DRIVING RECORD

If your employment requires you to drive any vehicle or equipment as part of your work duties, your motor vehicle driving records must be and will be verified before your employment begins.

License Number \_\_\_\_\_ Class \_\_\_\_\_ State \_\_\_\_\_

What date does your license expire? \_\_\_\_\_

Do you carry on ICC Physical card? (Answer Yes or No) \_\_\_\_\_

Do you have a CDL, Commercial Drivers License? (Answer Yes or No) \_\_\_\_\_

## EDUCATION

Name of School	City and State	Course of Study
High		
College		
Other		

## WORK EXPERIENCE

List last **FIVE** years of experience.

Company	From/To	Duties	Salary Start/Finish	Reason for Leaving

Were you subject to the Federal Motor Carrier Safety Regulations while employed by your previous employers?

If **YES**, please list previous employer's names \_\_\_\_\_

Were any of your previous jobs designated as a safety sensitive function subject to the drug and alcohol testing?

If **YES**, please list previous employer's names \_\_\_\_\_

## REFERENCES

Give complete address and telephone numbers. DO NOT list friends and relatives – We request at least **TWO** supervisors or co workers.

Name	Address / Phone	Relationship