



## GENERAL EMPLOYMENT NOTIFICATIONS AND REQUIREMENTS FOR ALL JOB APPLICANTS

➤ **WHO WE ARE:**

OXARC, Inc. is a group of people working together who are continually improving their ability to provide the best possible customer service. We have been operating since 1968 and now cover three (3) states, thanks to the 100% commitment of our employees.

➤ **THE KEY VALUES WE ARE LOOKING FOR IN AN EMPLOYEE ARE THE KINDS OF PERSONS WHO CAN AND WILL...**

- *Support our EQUAL EMPLOYMENT OPPORTUNITY POLICY* by understanding that each person is unique and should be evaluated according to individual ability and merit of achievement. We do not permit prejudice, harassment or discrimination against people because of their race or color, national origin, age, sex, religion, disability, marital status, sexual orientation, political ideology, veteran service status, or any other categories protected by federal, state or local law.
- *Commit to quality work* by understanding what your customer wants and needs, checking your work carefully, and by eagerly seeking ways to improve your work.
- *Work with and support fellow employees* by being at work on time and ready to go, accepting assigned tasks, cooperating with leaders, supporting and helping others in their work; give positive suggestions and provide solutions when solving problems.

➤ **CONDITIONS OF EMPLOYMENT REQUIRE THAT...**

- Job candidates must satisfactorily **pass a drug test**. We also conduct periodic and random drug/alcohol testing programs and require testing if an employee is involved in an accident, or where there is reason to suspect chemical impairment.
- A **background check** and credit report may be considered as a part of the employment process.
- Job candidates who are offered a position with OXARC must successfully complete a pre-employment physical before beginning work.
- You must comply with related safety rules and practices applicable to your specific job within this company.

➤ **EMPLOYMENT AT-WILL:**

Being employed by OXARC, Inc. should not be construed as a guarantee of employment or an employment contract regardless of the classification. With the exception of those employees who are members of a collective bargaining unit, all OXARC employees are employed “at-will”. OXARC, Inc. retains the right to promote, demote, transfer and discharge employees at any time for any or no reason, with or without advance notice and employees retain a similar right to terminate their employment at-will.

No employee or representative of the company, other than the President or Officer of the Corporation, has the authority to enter into an employment contract altering an employee’s at-will status. Any such employment contract must be in writing.

YOU MAY BE ASKED QUESTIONS ABOUT THE INFORMATION LISTED ABOVE DURING THE INTERVIEW PROCESS. If you feel comfortable that you fit the above requirements, please sign this document below to continue the application process. If not, we wish you well in your future endeavors.

Your Signature \_\_\_\_\_ Date \_\_\_\_\_



# PRIMARY APPLICATION FOR EMPLOYMENT

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.  
 All qualified applicants are considered regardless of race, religion, color, age, sex, marital status, national origin, veteran status, sexual orientation, political ideology or disability.

Should you need reasonable accommodation when completing the application form or during the selection process, contact the Human Resources Department or email [hr@oxarc.com](mailto:hr@oxarc.com).

**Instructions – Please Read.** This is a general employment application required for all jobs. If a vacancy exists, you may also be asked to complete a more detailed survey of your qualifications as they relate to a specific job in our company. Please print/write clearly; do not type. Answer all items, even if you have a resume. Check your final application for accuracy, especially important numbers like address, phone, etc. Please sign and date the application where indicated. If you need another form or have questions, please feel free to ask.

Additional features of the OXARC hiring process:

- Your application is only active for the current job opening. To be considered for openings after that, an updated application will be required.
- Due to the large number of applicants we often have, we are sometimes unable to notify each applicant who is not selected for an interview. Only those applicants who will be selected for an interview will be notified.

Today's Date			
Last Name		First Name	Initial
Present Street Address		City	State Zip
Previous address if at present address less than 3 years		City	State Zip
Home Phone	Message / Cell Phone	Emergency Contact and Phone	Email Address
Other names you have used and dates.			

Are you at least 18 years old? YES NO	If under 18, do you have a work permit? YES NO	Are you a U.S. Citizen OR able to prove your legal right to reside and work in the US? YES NO	Have you applied here before? YES NO	If yes, when?
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Have you worked for OXARC before? YES NO	If yes, when and in what job?
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Do any of your relatives or persons in your household work here? YES NO	If yes, give their name(s).
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Position Applied for:	Have you done this kind of work before? YES NO	If yes, where?	Date you are available to start:
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List other jobs you believe you may be qualified for:

How were you referred to us? <input type="checkbox"/> Newspaper <input type="checkbox"/> Walk-in	<input type="checkbox"/> Employee Referral (name)	<input type="checkbox"/> Internet (name)
	<input type="checkbox"/> School (name)	<input type="checkbox"/> Other (name)

Your preferred schedule would be: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> On Call <input type="checkbox"/> Temp/Seasonal	What weekdays and hours are best for you?	What would be your second choice?
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Check if you are willing to accept regular work: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> On Call <input type="checkbox"/> Temp/Seasonal	<input type="checkbox"/> Day Shift <input type="checkbox"/> Evening Shift <input type="checkbox"/> Weekends	<input type="checkbox"/> Night Shift <input type="checkbox"/> Variable Shifts	Can you stay late on short notice if required? YES NO
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Any prior commitments which would require absence of more than a few hours in the next 12 months? YES NO	If yes, explain.
Are you now, or do you expect to be, engaged in any other businesses or employment? YES NO	If yes, explain.
List any certificates or licenses you hold related to your qualifications for the work you seek.	Are you willing to relocate? YES NO

EDUCATION	Name and Address	Grad	Degree	Major	GPA
High School		Yes No			
College / University		Yes No			
College / University		Yes No			
Trade, Business, Tech, Other		Yes No			
Are you currently a student? YES NO	If yes, explain:		Scholastic honors achieved:		
Outside activities while in school (Please do not list any activities that indicate ethnicity, religion, national origin, veteran status, disability, age, sex, union affiliation, etc.):					
Plans for future education/training:					

### VOLUNTEER ACTIVITIES AND EXPERIENCE

Describe your involvement in professional, charitable or civic groups, or other clubs or organizations. (Please do not list any activities that indicate ethnicity, religion, national origin, veteran status, marital status, sexual orientation, political ideology, age, sex, union affiliation, etc.)

### OTHER SKILLS AND QUALIFICATIONS

Mention any other skills, qualifications or experience pertinent to the career you seek. (Computers, software, machines, tools, special certifications)

### JOB REQUIREMENTS

Are you capable of performing the essential functions of the job, with or without reasonable accommodation?  
 \_\_\_ Yes \_\_\_ No

**WORK HISTORY** Start with PRESENT or most recent employer; include MILITARY or VOLUNTEER experience, **must be completed** in addition to resume.

Name of Organization		Employment Dates (Month/Year) From: _____ To: _____		Type of Business/Industry	
Street Address		City		State	Zip
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)
Job Title(s), Duties, Skills, Software Used				Reason for Leaving	

Name of Organization		Employment Dates (Month/Year) From: _____ To: _____		Type of Business/Industry	
Street Address		City		State	Zip
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)
Job Title(s), Duties, Skills, Software Used				Reason for Leaving	

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Street Address		City		State	Zip
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)
Job Title(s), Duties, Skills, Software Used				Reason for Leaving	

**REFERENCES** (not former employers)

Name	Address, City, State, Zip	Phone	Occupation

**APPLICANT'S STATEMENT**

I understand that neither completion of this application nor participation in the hiring process guarantee that I will be offered employment with OXARC. I hereby affirm that the information provided on this application, and accompanying letters or resume, is true and complete to the best of my knowledge. I also agree that any false information or significant omissions may disqualify me from consideration for employment, or result in my termination, if discovered any time after my employment date. I release and hold harmless, and promise not to claim damages from, anyone providing information to OXARC about my background. I also authorize any physician, clinic or hospital to release any information needed to assess my ability to perform the essential functions of the job applied for, or any job, with this employer. I agree to submit to any drug or alcohol test that may be required by the employer for my hiring or continued employment. I understand that refusal to take such tests may be cause for denial of employment or my termination. I also understand that employment may be conditioned upon an investigation into criminal convictions on record with local, State or Federal law enforcement authorities.

I understand that, if hired, unless I am a member of a collective bargaining unit, my employment is not for any specific period or duration and is terminable, at will, by the employer or me at any time, with or without reason or notice. I understand this application is not, and is not intended to be, a contract. I understand that employment may be contingent upon a post-offer physical examination by a physician, and agree to cooperate fully with same. I agree to present personal photo identification and proof of US citizenship, or documentation of my authorization to work and reside in the United States, promptly upon confirmation of hiring, and that failure to do so voids any offer of employment.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date



# MOTOR VEHICLE DRIVER APPLICATION FOR EMPLOYMENT

Please complete the "Primary Application for Employment" before continuing with this section;  
complete only if you will be driving an Oxarc vehicle.

Today's Date									
Last Name		Other Names Used, if any		First Name		Initial			
Present Street Address				City		State		Zip	How long?
Previous address if at present address less than 3 years				City		State		Zip	How long?
Previous address if at present address less than 3 years				City		State		Zip	How long?
Home Phone		Message Phone			Emergency Contact Person			Emergency Phone	

## DRIVER'S EXPERIENCE AND QUALIFICATIONS (driver licenses or permits held in the past 3 years)

Driver's License #	State	Type	Expiration Date

## DRIVING EXPERIENCE

Straight Truck	Van/Tank/Flat	From	To	Total Miles

## ACCIDENT RECORD FOR PAST 5 YEARS

Last	Date	Head-on, Rear-End, Etc.	Fatalities	Injuries	Hazardous Material Spill

## TRAFFIC CONVICTIONS AND FORFEITURES FOR PAST 5 YEARS (EXCEPT PARKING VIOLATIONS)

City	State	Date	Charge	Penalty

Have you ever been denied a license, permit or privilege to operate a motor vehicle? YES NO If yes, explain:



Has any license, permit or privilege ever been suspended or revoked? YES NO If yes, explain:

List states operated in for last 5 years:

Have you taken a drug test within the last 12 months? YES NO If yes, when? \_\_\_\_\_

**WORK HISTORY** DOT requires that you show employment for at least 3 years and/or commercial driving experience for the past 10 years.

Name of Organization		Employment Dates (Month/Year) From: To:		Type of Business/Industry		
Street Address		City		State	Zip	
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)	
Job Title(s), Duties, Skills, Software Used				Reason for Leaving		
Was your job designated as a safety sensitive function in any DOT-Regulated mode subject to the drug and alcohol testing requirements of 49 CFR part 40? Yes ___ No ___						

Name of Organization		Employment Dates (Month/Year) From: To:		Type of Business/Industry		
Street Address		City		State	Zip	
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)	
Job Title(s), Duties, Skills, Software Used				Reason for Leaving		
Was your job designated as a safety sensitive function in any DOT-Regulated mode subject to the drug and alcohol testing requirements of 49 CFR part 40? Yes ___ No ___						

Name of Organization		Employment Dates (Month/Year) From: To:		Type of Business/Industry		
Street Address		City		State	Zip	
Supervisor Name/Title	May we contact? YES NO	Phone No:	Start \$	End \$	Employment Status (FT,PT,Cont)	
Job Title(s), Duties, Skills, Software Used				Reason for Leaving		
Was your job designated as a safety sensitive function in any DOT-Regulated mode subject to the drug and alcohol testing requirements of 49 CFR part 40? Yes ___ No ___						

**TO BE READ AND SIGNED BY APPLICANT**

This certifies that this application was completed by me.  
All entries on it, and information in it, are true and complete to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Today's Date

(A motor carrier may require an applicant to provide information in addition to the information required by the Federal Motor Carrier Safety Regulations.)

# Oxarc, Inc.

## APPLICANT SELF-IDENTIFICATION FORM

### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to hire, and provide equal opportunity to qualified minorities<sup>i</sup>, women<sup>i</sup>, and veterans<sup>ii</sup>. To help us measure how well we are doing, we are asking you to tell us your race, gender, and veteran status.

**Completing this form is voluntary**, but we hope that you will choose to fill it out. Your answers will be kept private, and will not be used against you in any way. It is our policy to provide equal opportunity to all employees without regard to age, race, ethnicity, color, gender, the presence of a physical, mental or sensory disability, religion, national origin, sexual orientation, military status or any other category protected by local, state, or federal law.

### **PLEASE PRINT**

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Job Applied For

**1. Are you Hispanic or Latino?** A person of Cuban, Mexican, Chicano/a, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  Yes (Skip to question #3)

No (Go to question #2)

### **2. What race or races do you consider yourself to be? (Check all that apply)**

**White:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

**Black or African American:** a person having origins in any of the black racial groups of Africa

**Native Hawaiian or other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment

I do not wish to Self-Identify

### **3. What is your gender?**

Male

Female

I do not wish to Self-Identify



**How do I know if I'm a protected veteran?**

You are considered to be a protected veteran if one or more of the following categories apply:

**Disabled Veterans**

- A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or
- A person who was discharged or released from active duty because of a service-connected disability.

**Recently Separated Veterans**

Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.

**Active Duty Wartime or Campaign Badge Veteran**

A veteran who served on active duty in the U.S. military, ground, naval or air service during a war, or in a campaign or expedition for which a campaign badge has been authorized under the laws administered by the Department of Defense.

**Armed Forces Service Medal Veterans**

A veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

**If you believe you belong to any of the categories of protected veterans listed above, please indicate by checking the appropriate box below. As a Government contractor subject to VEVRAA, we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA:**

- I identify as one or more of the classifications of protected veteran listed above.
- I am NOT a protected veteran.

Protected veterans may have additional rights under USERRA—the Uniformed Services Employment and Reemployment Rights Act. In particular, if you were absent from employment in order to perform service in the uniformed service, you may be entitled to be reemployed by your employer in the position you would have obtained with reasonable certainty if not for the absence due to service. For more information, call the U.S. Department of Labor's Veterans Employment and Training Service (VETS), toll-free, at 1-866-4-USA-DOL.

<sup>i</sup> Executive Order 11246, as amended.

<sup>ii</sup> Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended.

For more information about the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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### Why are you being asked to complete this form?

Because we do business with the government, we must reach out to, hire, and provide equal opportunity to qualified people with disabilities.<sup>1</sup> To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

### How do I know if I have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Autism
- Bipolar disorder
- Post-traumatic stress disorder (PTSD)
- Deafness
- Cerebral palsy
- Major depression
- Obsessive compulsive disorder
- Cancer
- HIV/AIDS
- Multiple sclerosis (MS)
- Impairments requiring the use of a wheelchair
- Diabetes
- Schizophrenia
- Missing limbs or partially missing limbs
- Intellectual disability (previously called mental retardation)
- Epilepsy
- Muscular dystrophy

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER

\_\_\_\_\_  
Your Name

\_\_\_\_\_  
Today's Date

## Voluntary Self-Identification of Disability

Form CC-305  
OMB Control Number 1250-0005  
Expires 1/31/2020  
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### Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

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<sup>i</sup> Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at [www.dol.gov/ofccp](http://www.dol.gov/ofccp).

**PUBLIC BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.