



240 East Roemer Way  
 Santa Maria, CA 93454  
 (805) 922-8476

Today's Date: _____
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**APPLICATION FOR EMPLOYMENT**

GENERAL INFORMATION			
Last Name	First	Middle	Home Phone / Cell Phone ( ) ( )
Street Address			City, State, Zip
Position Seeking			Have you ever been employed by SMOOTH?
Are you available for Full Time work? Yes _____ No _____			Yes ___ No ___ Month/Year
When are you available to begin working?			Will you work overtime if asked? Yes _____ No _____

**PLEASE NOTE:**

- 1) Prior to begin working, all employees are required to provide documentation of eligibility to work in the United States.
- 2) As an Equal Employment Opportunity employer, and in compliance with the Americans with Disabilities Act (ADA), SMOOTH, Inc. may consider reasonable accommodations that may be necessary for eligible applicants/employees to perform certain job functions. Please discuss any such needs with your interviewer.

EDUCATION			
School	School Name & Location	# of Years Attended	Degree/Diploma?
Graduate			
College			
Business Trade Technical			
High School			

The information below is needed for a legally permissible reason related to the transportation industry. SMOOTH strictly complies the Civil Rights Act of 1964 and Title VI of that act which prohibit discrimination based on age, sex, citizenship, ancestry, marital status, disability, and sexual orientation. Information regarding SMOOTH's non-discrimination and Title VI Policy are available on request at the SMOOTH office or on-line at [www.smoothinc.org](http://www.smoothinc.org)

Driver License Number	License Class (A, B, or C)
Are you over 21 Years of age?  Yes _____ No _____	State the name(s) of relatives and friends working for SMOOTH.

**PLEASE READ EACH SECTION BELOW AND INITIAL YOUR UNDERSTANDING**

<u>          </u> <b>Initial, I understand this section</b>	I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and, that the answers given by me are correct to the best of my knowledge. I understand that any omission or misstatement of material fact on this application, or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if employed, regardless of the time elapsed before discovery.
<u>          </u> <b>Initial, I understand this section</b>	I hereby authorized SMOOTH, Inc. to thoroughly investigate my references, work record, education, and other matters related to my suitability for employment, and further authorize the references listed to disclose to SMOOTH any letters, reports, and other information related to my work records without giving me prior notice of such disclosure. I hereby release SMOOTH, Inc., my former employers, and all other entities from any and all claims, demands, or liabilities arising out of, or in any way related to such employment investigations or disclosures.
<u>          </u> <b>Initial, I understand this section</b>	I understand that nothing contained in this application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between me and SMOOTH, Inc. In addition, I understand that SMOOTH, Inc. is an At-Will Employer and as such, I agree that if employed by SMOOTH, Inc. my employment is for no definite or determinable period and may be terminated at any time, with or without notice, at the option of either myself or SMOOTH, Inc.

## **EMPLOYMENT HISTORY**

\*\*\* List all present and past employment starting with your most recent employer (last five years is sufficient). You must complete this section even if you submit a resume.

\*\*\* Per the Commercial Motor Vehicle Safety Act of 1986, applicants for driving positions must furnish any commercial driving employment history for the prior TEN (10) Years.

1.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

2.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

3.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

4.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

5.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

6.	Company Name	Telephone ( )
	Address	Employed (Month & Year) From                      To
	Name of Superior	Reason for Leaving
	Job Title and Job Description	Comments
	May we contact this employer for a reference? YES _____ No _____	

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

\_\_\_\_\_  
Date

**AUTHORIZATION**  
**PREVIOUS EMPLOYMENT VERIFICATION**  
**AND REFERENCE CHECK**

The undersigned, having applied for employment with SMOOTH, Inc., has identified your establishment as a prior employer and reference. The undersigned does hereby authorize you to provide the information requested below in accordance with provisions of all applicable Federal and State laws.

SMOOTH Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Authorized Signature \_\_\_\_\_

Name Worked Under \_\_\_\_\_ Social Security Number \_\_\_\_\_

Position Held \_\_\_\_\_ Dates Worked From \_\_\_\_\_ To \_\_\_\_\_

**Completing the following, to the extent that you are able, would be greatly appreciated. You have the assurance from SMOOTH, Inc. that your response will be held in strict confidence.**

Is the information above correct?     Yes     No

If No, please explain? \_\_\_\_\_

Was termination of employment.....voluntary  ...or... involuntary  ?

Reason for termination of employment \_\_\_\_\_

Would you re-hire this employee?     Yes     No

If No, please explain  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Print Supervisor's Name & TITLE

\_\_\_\_\_  
Date

**THANK YOU!**

**SMOOTH, Inc.**