

INSTRUCTIONS TO CDL DRIVER APPLICANTS

Thank you for your interest in a position with Valley Proteins. This Application is the first step in the employment process and this guide is to help you provide us with the best picture of you and your experience.

Valley Proteins cannot begin the required investigation of your experience and background as a CDL Driver until we have all of the necessary information, so it is important that you answer all of the questions on the Application accurately. Any omissions will slow down the consideration of your application.

Here are some of the sections that require special attention.

Page 1: “How long did you live at the above address”: You must enter a number and also designate months or years. If it is less than three years, then you must enter enough additional information in the Previous Residences section so that you cover the past three (3) years.

Page 2: Criminal Violations – provide full information from the past 10 years.

Traffic Violations - you must enter each and every incident within the past three years, both CDL and personal, (other than parking) that resulted in a conviction, and you must provide the location (city/ state), dates (dd/mm/yyyy), charge, and penalty. If you didn't have any incidents, write “none” in the first space.

Pages 3-6: Employment Experience. You **must** list all of your employers for the past 10 years. Each entry must include name of employer, exact dates in mm/yyyy format, a contact name, a good address and phone number, and a reason for leaving that employment, and wage information. For each employer, you **must** check “yes” or “no” for the two FMCSR questions (For Driver Applicants Only). There **must not** be any gaps in the employment history. If you were unemployed or self-employed during the past 10 years, then you must include that period in the 10 year history. You should also record any period of schooling (especially driving school) in your Employment Experience.

Page 6: Driver Application Supplement. This page of the application gathers information about your driving history and experience. If you have or have had more than one license (CDL or regular) during the past three years, you must list all of those licenses, even though you may have turned one of them in. Be sure to answer the questions below the DL listing with a “yes” or “no”. Any “yes” should be explained in the space provided.

In the **Driving Experience** section, be sure to tell us about the specific type of equipment from each of the vehicle classes listed on the left, the length of time you drove each of those types, and/or the approximate mileage. Complete the rest of the section as applicable.

In the next section, **Accident Review**, you must list all accidents, both CMV and personal, in which you were involved in the past three years, with accurate dates and consequences of the accident(s). If you didn't have any accidents, write “none” in the first space.

Finally, there are three **release forms** that we ask you to sign, which will give permission for us to ask our investigative agencies to conduct the various background checks that are required by FMCSA. It is very important that the information that you provide on the application is correct and complete – any discrepancy will be flagged by the investigative agencies and may affect the consideration of your application. You will be provided copies of any report that results in an adverse finding.

You should be given a copy of the Fair Credit Reporting Act Summary of Rights (FCRA) before you sign the releases. If the interviewer does not give you one, request a copy.

Please ask your interviewer if you have any questions about the application.

Thank you for choosing to apply for a position with Valley Proteins, Inc.