

United Road Towing, Inc.

Applicant instructions

Thank you for your interest in employment with United Road Towing. To be considered for employment you must complete the Application for Employment (you may submit one application only), and provide the following:

- A 39 month Motor Vehicle Record (MVR), current within the past 14 days of application date. MVR's are available from www.Servicearizona.com, the Arizona Motor Vehicle Division or any third-party MVD location (only applies to applicants that will be driving a company vehicle).
- A Letter of Clearance issued by the Phoenix Police Department, 1717 E. Grant St, Phx. (602) 495-2096. Letter of Clearance cost ranges from \$8.50 to \$28.00, M – F, 8:00 am – 4:00 pm, except holidays (required if hired).
- **You must fill out the Application of Employment personally.** Make certain to read the application before you begin and fill out all of the required sections of the application completely.
- Make sure you fill out the Employment Record section accurately.
- ✓ Show the months and years of employment on all jobs listed.
- ✓ List the names of past employers and your immediate supervisor.
- ✓ Show the complete street address, city, state, zip code and phone number
- ✓ List all periods of unemployment lasting longer than six (6) months.

- Make sure you sign and date your application in the space provided in the driver section and the last page.

Remember, **if you do not fill out your application completely and accurately, you will automatically be disqualified from any further employment consideration.** Your application will remain active for three (3) months from the date you complete it. At the end of that period, you must complete a new application if you wish to be considered for employment.

Please ask if you have any questions or require assistance.

Please sign and return these instructions with your completed application, MVR and Letter of Clearance.

Applicant's Signature

Date

United Road Towing, Inc. Equal Employment Opportunity Policy

It is United Road Towing, Inc.'s policy to select the best-qualified person for each position in the company. The Company will not discriminate against any applicant because of race, creed, color, religion, sex, age, national origin, handicap, marital status or veteran status. This policy applies to all employment practices and personnel actions.

Recognizing the value of using human resources to their fullest, the Company has developed and instituted policies and procedures to ensure that it will (a) Recruit, hire, train and promote persons, in all job classifications without regard to age, race, color, religion, national origin, sex or physical or mental handicap, (b) Base decisions on employment to further the principal of equal employment opportunity (c) Base promotion decisions on principles of equal opportunity by imposing only valid requirements for promotional opportunities. (d) Administer all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoffs, terminations, and Company sponsored programs without regard to age, race, color, religion, national origin, sex or physical or mental handicap. (e) Maintain a nondiscriminatory job environment free of sexually harassing conduct.

United Road Towing Inc.

9550 Bormet Suite 301
Mokena, Illinois 60448

Team Arizona

2801 W Osborn Rd
Phoenix, AZ 85017



APPLICATION FOR EMPLOYMENT

Name: FIRST-MIDDLE-LAST (AS IT APPEARS ON SOCIAL SECURITY CARD)		SOCIAL SECURITY NO.	TODAY'S DATE
FORMER NAME	HOME PHONE (AREA CODE)	DAY TIME PHONE (AREA CODE)	

CALIFORNIA APPLICANTS: DO NOT COMPLETE SOCIAL SECURITY NUMBER UNLESS HIRED

List below all address at which you have lived in the last five (5) years Start with your present address	STREET ADDRESS	CITY	STATE	ZIP CODE	DATE	
					FROM	TO
PRESENT ADDRESS						
PREVIOUS ADDRESS						
PREVIOUS ADDRESS						
PREVIOUS ADDRESS						
PREVIOUS ADDRESS						

DO NOT SHOW FOREIGN RESIDENCE IF IT MAY INDICATE NATIONAL ORIGIN, UNLESS HIRED.

SELECT THE JOB YOUR ARE APPLYING FOR - PLEASE CHECK ONLY ONE FROM THIS LIST.

<input type="checkbox"/> Lot Attendant (Loader/Forklift Operator)	<input type="checkbox"/> Parking Assessment Specialist	<input type="checkbox"/> Manager At Headquarters
<input type="checkbox"/> Tow truck driver (Light/Medium/Heavy)	<input type="checkbox"/> Customer Service/ Clerical	<input type="checkbox"/> Professional
<input type="checkbox"/> Line Haul / Sleeper Driver	<input type="checkbox"/> Security	<input type="checkbox"/> Technical
<input type="checkbox"/> Mechanic / welder	<input type="checkbox"/> Sales Account Manager	<input type="checkbox"/> Clerical
<input type="checkbox"/> Dispatcher	<input type="checkbox"/> Accounting	<input type="checkbox"/> Accounting
<input type="checkbox"/> Lube Technician	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Titles Clerk		

WHAT RATE OF PAY DO YOU EXPECT? _____ IF HIRED WHEN COULD YOU BEGIN TO WORK _____

DESCRIBE THE TYPE OF WORK YOU WANT FULL TIME ON CALL PART TIME ANY OF THESE

AVAILABILITY
ARE YOU ABLE TO WORK ANY DAY OF THE WEEK AND ANY SHIFT DURING THE DAY YES NO

IF NO, WHAT DAY(S) OF THE WEEK OR SHIFT(S) DURING THE DAY CAN YOU WORK? _____

EDUCATION	CIRCLE HIGHEST LEVEL ACHIEVED	GRADUATED/GED YES / NO	MAJOR	DEGREE RECEIVED
ELEMENTARY	1 2 3 4 5 6	_____	_____	_____
JR/SR HIGH SCHOOL	7 8 9 10 11 12	_____	_____	_____
TECHNICAL SCHOOL (NAME)	1 2 3	_____	_____	_____
COLLEGE (NAME) _____	1 2 3 4	_____	_____	_____
COLLEGE (NAME) _____	1 2 3 4	_____	_____	_____
OTHER (NAME) _____	1 2 3 4	_____	_____	_____

NEW JERSEY APPLICANTS DO NOT COMPLETE GRADUATED/GED COLUMN UNLESS HIRED.

HAVE YOU PREVIOUSLY APPLIED AT OR BEEN EMPLOYED BY UNITED ROAD TOWING UNDER YOUR PRESENT OR ANY OTHER NAME	<input type="checkbox"/> APPLIED <input type="checkbox"/> EMPLOYED <input type="checkbox"/> NEITHER	INDICATE NAME USED WHEN APPLYING OR EMPLOYED	ARE YOU AT LEAST 18 YEARS OF AGE	<input type="checkbox"/> YES <input type="checkbox"/> NO	IF NO STATE YOUR AGE:	
POSITION HELD OR APPLIED FOR	LOCATION	DATE APPLIED	IF PREVIOUSLY EMPLOYED BY A UNITED ROAD TOWING COMPANY COMPLETE THIS SECTION			
			DATE HIRED	DATE LEFT	REASON FOR LEAVING	
DO YOU KNOW ANYONE EMPLOYED UNITED ROAD TOWING	<input type="checkbox"/> YES <input type="checkbox"/> NO	WHO?	FIRST AND LAST NAMES	POSITION	LOCATION	RELATIONSHIP
ARE YOU RELATED BY BLOOD, MARRIAGE OR LIVING ARRANGEMENT TO ANYONE EMPLOYED BY UNITED ROAD TOWING	<input type="checkbox"/> YES <input type="checkbox"/> NO					
PROVIDE THE NAME OF THE INDIVIDUAL OR ORGANIZATION THAT REFERRED YOU						

[Empty rectangular box]

EMPLOYMENT, EDUCATION, AND MILITARY RECORD, ETC.: LIST PRESENT AND ALL PREVIOUS EMPLOYMENT, MILITARY SERVICE AND EDUCATIONAL EXPERIENCE DURING THE PAST TEN (10) YEARS. INCLUDE ALL PERIODS OF UNEMPLOYMENT LASTING SIX MONTHS OR MORE.

ARE YOU CURRENTLY EMPLOYED? YES
 NO

CURRENT EMPLOYER _____ MONTH/YEAR HIRED: _____ May we contact your current employer Yes No
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
REASON FOR APPLYING WITH UNITED ROAD SERVICE: _____ RATE OF PAY: _____

FORMER EMPLOYER _____ MONTH/YEAR HIRED: _____ MONTH/YEAR SEPARATED: _____
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

FORMER EMPLOYER _____ MONTH/YEAR HIRED: _____ MONTH/YEAR SEPARATED: _____
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

FORMER EMPLOYER _____ MONTH/YEAR HIRED: _____ MONTH/YEAR SEPARATED: _____
COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

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COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

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COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
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ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
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ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

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COMPANY NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP: _____ COUNTY: _____
PHONE _____ SUPERVISOR NAME AND TITLE _____
TYPE OF BUSINESS _____
YOUR POSITION: _____
Reason for leaving Resigned Laid Off Discharged
Explain in detail _____

PERIODS OF UNEMPLOYMENT 6 MONTHS OR MORE	DATES	REASON FOR UNEMPLOYMENT

Have you ever served in the U.S. Military or Armed Forces? Yes No If yes, what branch _____

Your primary specialty: _____ Rank at discharge: _____ Type of Discharge*: _____

***California and Ohio applicants do not complete type of discharge information unless hired.** *DD 214

Have you EVER been convicted of a crime involving alcohol or other controlled substance, arson, explosives, firearms, or other weapons, theft, dishonesty, threats, or violence under your current or any other name? Yes No If yes describe below

Note: A conviction will not necessarily prevent you from being offered employment.

Offense: _____

Date Convicted: _____ Penalty _____ Disposition _____

Occurred in the workplace: Yes No Name under which you were convicted: _____

Offense: _____

Date Convicted: _____ Penalty _____ Disposition _____

Occurred in the workplace: Yes No Name under which you were convicted: _____

Yard Workers Only

Do you have a Drivers License?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Operators License Number	State	Expiration Date		
Indicate years of experience in each category shown.	Forklift - 10K and Up	Front End Loader	Construction Site	Impound Facility	Security	OTHER
Indicate any other related work experience:						

Garage Applicants Only

Have you had Auto Shop Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	No of Years	Have you had Truck Stop Experience	<input type="checkbox"/> Yes <input type="checkbox"/> No	Years Gas	Years Diesel	Show Your Area(s) of Specialization Below:							
Equipment	Training		Experience		Equipment	Training		Experience		Equipment	Training		Experience	
	X	YRS.	X	YRS		X	Yrs	X	Yrs		X	Yrs	X	Yrs
Wood Working					Body Work					Oxyacetylene Welder				
Sheet Metal					Elec & Ignition					Paint Spray Gun				
Clutch Rebuilding					Engine Rebuilding					Air Brakes				
Differential Rebuilding					Diesel Injection					Other:				
Transmission Rebuilding					Electric Welder					Other:				

Clerical and Administrative

Place a check next to all the skills or types of work in which you have had training or experience indicate the number of years training/experience for each skill/type of work.

Skill	Training		Experience		Skill	Training		Experience		Skill	Training		Experience	
	X	YRS.	X	YRS		X	Yrs	X	Yrs		X	Yrs	X	Yrs
Typing WPM/10-Key KSPM					Microsoft PowerPoint					Cashier				
Microsoft Access					Accounts Payable					Laserfiche				
Microsoft Word					Accounts Receivable					ACT				
Microsoft Excel					Dispatch					TOPS				

LIST THE COMPUTER PROGRAMS AND EQUIPMENT WITH WHICH YOU ARE FAMILIAR:

Date of Birth

DRIVER APPLICANTS ONLY*

(*Tow Truck Operators/Loader Operators/Managers/Parking Assessment)

State number of years driving experience in each category			List States You have driven in regularly
Type of Vehicle	Years Experience		
	Gas	Diesel	
Straight Truck			
Tow Truck			
Roll-back			
Light duty			
Medium Duty			
Heavy Duty			
Tractor Trailer			
Double			
Single			
Triple			
Car Carrier			
5th Wheel			
Stinger Steer			

List **ALL** Personal and Commercial Drivers Licenses or Permits issued in past 10 Years.

License Number	State	Date Issued		Type
		Issued	Expires	

List **ALL** Current Endorsements:

Indicate any awards you have received for safe driving and from whom:

Have you **EVER** had either your personal or Commercial Driver's License, permit or privileges denied, revoked or suspended?

Denied	Revoked	Suspended	Type of License	Date	State	For How Long	Reason

Have you been convicted or forfeited bond or collateral for violation of Motor Vehicle Laws or Ordinances (list **ALL** traffic citations other than parking) during the past four (4) years prior to the date of this application.

Date	Nature of Violation	State	Penalty	Points

Have you **EVER** had any Commercial Motor Vehicle Accidents?

Yes No List below **ALL** accidents you have had while operating **ANY** type of motor vehicle during the past five (5) years:

Date	Nature of Accident	No. of Deaths	No. of Injuries	Vehicle Type	Where		Type	
					on road	off road	prevent	non-prevent

Have you **EVER** refused to be tested or tested positive on an alcohol or controlled substances test based on DOT Federal Motor Carrier Safety Regulations in the past 2 years? Yes No

If yes, can you provide Documentation from the substance abuse professional certifying that you have successfully completed the prescribed treatment and have been recommended to a DOT regulated safety sensitive position as specified in the Federal Motor Carrier Safety Regulations? Yes No

Date of Last DOT Physical _____ IF KNOWN PLEASE PROVIDE

Did you qualify? Yes No

Any Restrictions? Yes No

Doctor's Name _____

Doctor's Address _____

Doctor's Phone _____

Pursuant to the Provisions of paragraph (b) (10) of Section 391.21 of the Federal Motor Carrier Safety Regulations you are hereby Notified that if you are to be considered for employment by United Road Service, Inc. The information which you have provided in Accordance with this paragraph may be used, and your prior employers may be contacted for the purpose of investigating your background as required by Section 391.23.

Driver Applicant Signature _____ Date _____



This Application will remain active for a period of three (3) months from the date of application.

All applicants must read and sign below:

It is agreed and understood that:

- 1 Completing this application will in no way assure that I will be employed.
- 2 This application was completed by me; all entries on it and information in it are true and complete to the best of my knowledge and any misrepresentations of information given shall be considered an act of dishonesty subjecting me to disqualification or discharge. I will furnish freely such information or documents that may be required to complete my employment file.
- 3 In consideration of my being considered for employment and or being employed I hereby agree to submit to physical examination and tests as may be required by the Company, and I do hereby (1) grant release and assign unto United Road Towing, Inc. all rights, title and interest that I may subsequently acquire in all records and reports arising out of or in connection with said examinations and tests and (2) waive all rights to be advised on the content of said records and reports or to receive copies thereof, without prior written consent of United Road Towing, Inc.
- 4 If employed, I agree (1) to conform to the rules and regulations of United Road Towing, Inc. and (2) that my employment relationship with United Road Towing, Inc. voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the company can terminate the relationship at will, for any reason, with or without cause, at any time. I further understand and agree that consistent with this policy of at-will employment, the Company can discipline, demote or suspend me or decrease my pay as it sees fit, at its sole and absolute discretion, with or without advance warning. I understand that the terms and conditions herein set forth may only be modified by written agreement jointly executed by myself and the President of the Company.
- 5 If employed, I do hereby grant United Road Towing, Inc., a nonexclusive right to practice any invention or device which I may conceive, develop or perfect using Company resources (such as time/or materials) during the period of my employment and to duplicate the invention or device as often as it may find occasion to do so in its business.

I hereby authorize United Road Towing, Inc., or its agents (1) to investigate my previous record of employment to ascertain any and all information which may concern my record whether same is of record or not and I release my former employer from all liability for any damage on account of furnishing such information; (2) to investigate my previous scholastic record, and pursuant to the Family Educational Rights and Privacy Act of 1974, I authorize release of my education records by any educational agency or institution which I have attended; (3) to secure an investigative consumer report pursuant to Section 606 of the Fair Credit Reporting Act, including information as to my character, general reputation, personal characteristics and mode of living, whichever are applicable, provided that I may receive the name and address of the investigating consumer reporting agency from whom I may make a written request to receive full disclosure of any such investigative consumer report to receive same; and (4) to investigate my background and obtain such other information lawfully available to United Road Services, Inc. as it deems appropriate and I release the supplier of such information from all liability for any damage that may result from releasing such information.

Signature _____ **Date:** _____

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Applicant - Do Not Write Below This Line

Approvals (For United Road Towing use only)

Title	Signature	Date	Title	Signature	Date	Title	Signature	Date
Hiring Manager			General Manager			Regional Manager		

All SG&A additions must be approved by the Regional Manager.

This application is active for three (3) months and may be extended for one additional three-month period. The extension is to complete processing if United RoadTowing, Inc. is unable to complete all elements of the hiring process within three (3) months. If extended, by your signature you authorize this application through enter date _____

Signed _____
Title _____