



## ESSENTIAL JOB FUNCTIONS

### Job Position:

Over the road, commercial, combination class A vehicle driver.

### Specification:

1. Must possess a valid Commercial Driver's license, Class A with necessary endorsement from your state of residence.
2. Must have an acceptable motor vehicle record and possess verifiable experience or acceptable training.
3. Must meet all Federal and State requirements for certification including a pre-employment alcohol and controlled substances screen and meet the medical standards of the U.S. Dept. of Transportation
4. Must possess the ability to read, write in English, perform mathematical calculations to accurately and legibly complete required paperwork to include freight bills, and receipts, maintain logs, and read maps, and road signs.
5. Must possess good oral communication skills, and be able to follow instructions and take direction by various means of communication such as phone, two way radio, and computer.

### Physical Requirements:

1. Must be able to perform duties that require bending at the wrist, neck, waist and shoulders; twisting and rotating hands, elbows and forearms; frequent squatting and crouching.
2. Must have the ability to grip and grasp to shift manual transmission and operate foot pedals.
3. Must be able to sit and remain alert while driving for up to 10 hours, including night driving and be able to spend time standing and walking on surfaces such as concrete, wood, metal, and sometimes on slippery and wet surfaces.
4. Must be able to properly load, unload and secure cargo including all related duties. Must be able to lift up to 100 lbs. containers, over four feet high. Must be able to stow cartons or maneuver tarps over head that weigh as much as 75 lbs.
5. Must be able to climb to heights of 4-10 feet. Driver may enter and exit the vehicle's cab and/or trailer 8-10 times a day. Cab level is generally from 36" to 66" from ground level, with entry and exit achieved by the assistance of one or two steps or hand-holds.

### Duties:

1. Must be able to operate a commercial vehicle safely and legally, transport freight timely, safely hook and unhook trailers from tractors, inspect truck for defects, secure all shipments by tying down or bracing cargo on or within trailer as required, perform frequent lifting, pulling, pushing and carrying of vary weight, load and unload to assure without causing damage to cargo, and danger to persons, properly handle and complete all necessary paperwork, maintain effective relations between company and customers in a professional manner.
2. Must be able to work irregular schedules, in temperature & weather extremes, exposed to noise and vibrations as well as stress and fatigue related to the job.
3. Must be able to meet all company requirements and agree to all requirements and policies.

Submit Application to:

**TOKO Trucking LLC**  
2141 Forest Mead Dr.  
Sterling Heights, MI 48314

# APPLICATION INSTRUCTIONS

## PLEASE READ CAREFULLY BEFORE YOU COMPLETE

Thank you for your interest in TOKO Trucking. Please carefully read over all of the following instructions for completing your application. Allow yourself sufficient time to complete your application correctly.

### Instructions:

1. This application must be clearly printed or typed.
2. Completely fill in all blanks.
3. If a question does not apply to you directly, mark that space “**N.A.**” (not applicable). **DO NOT LEAVE ANY SPACES BLANK.**
4. If you were referred by a TOKO Driver be sure to enter his/her name in “Referral” section. This will qualify them for the TOKO Driver Referral Bonus.
5. In the sections titled “**ACCIDENT REPORT FOR THE PAST 5 YEARS**” and “**CERTIFICATION OF VIOLATIONS,**” list **ALL** tickets and **ALL** accidents during the last five (5) years. Your **Motor Vehicle Report** will be obtained by TOKO Trucking LLC. Clarify any involvement in no fault / no citation accidents.
6. The section entitled “**Employment Record**” must list all employers, schools, military service, and all periods of self-employment or unemployment. **All** information must be complete and include correct employment dates, employers’ telephone numbers, and reason for leaving. Leave no gaps greater than one month. **EXPERIENCED DRIVERS: YOUR STARTING WAGES WILL BE BASED ON THE EXPERIENCE THE HUMAN RESOURCES DEPARTMENT CAN VERIFY.** Missing information will result in delays in setting your correct pay rate.
7. Under the appropriate listing describes any crimes for which you have been convicted and the state, county or city it occurred.
8. Include with your application any supporting documents such as **M.V.R.’s**, D.D. 214, diplomas from truck driving schools, grade or achievement sheets, etc. This will expedite your consideration for employment with TOKO Trucking LLC.
9. Be sure to sign and date your application at all **four (4)** locations.

Upon completion of your application promptly mail it to the TOKO Trucking LLC. at the address on the other side of this sheet. Be sure to include any supplemental sheets or documents to expedite your consideration for employment.

At the time of your interview, you will be asked to show us your driver’s license (CDL, Class A license with endorsements) from your state of residence and at least one of the following documents:

- Social Security Card
- Notarized Birth Certificate (no copies)
- Legal U.S. Passport
- Resident Alien Work Authorization

These documents are a requirement of the U.S. Department of Transportation and for completion of the Federal I-9 Form.

FOR TOKO Trucking LLC. CALL 1-586-580-3151  
3 TO 5 WORKING DAYS AFTER MAILING, MONDAY-FRIDAY.

# TOKO Trucking LLC

2141 Forest Mead Dr  
Sterling Heights, MI 48314  
www.tokoinc.com

Tel (586)580-3151  
Fax(586)726-8635  
info@tokoinc.com

## APPLICATION FOR EMPLOYMENT

### **Applicant: Read and sign before submitting this application:**

I have received a copy of and understand without reservation the over the road driver's Essential Job Functions (enclosed).  
I feel that I am capable of performing all the functions of this job and am submitting this application for processing.

The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 but less than 70 years of age.

I understand that the information in this application will be used and that prior employers will be contacted for purposes of investigation as required by Sections 391.23 and 382.413 of the Federal Motor Carrier Safety Regulations.

X \_\_\_\_\_ X \_\_\_\_\_  
**SIGNATURE OF APPLICANT** **DATE**

NAME \_\_\_\_\_  
(First) (middle) (Last)

a.k.a. \_\_\_\_\_  
(First) (middle) (Last)

HOME PHONE (\_\_\_\_\_) \_\_\_\_\_ SOCIAL SEC. NO. \_\_\_\_\_

CELL PHONE (\_\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_

ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City) (State & Zip Code)

LIST ADDRESSES \_\_\_\_\_ HOW LONG? \_\_\_\_\_  
FOR PAST (Street) (City) (State & Zip Code)

THREE YEARS (Street) (City) (State & Zip Code) HOW LONG? \_\_\_\_\_

### **(ATTACH SHEET IF MORE SPACE IS NEEDED)**

DATE OF BIRTH \_\_\_\_\_ (ANSWER ONLY IF APPLYING FOR DRIVING POSITION)

### **REFERRAL**

#### **How were you referred here?**

I was personally referred by another TOKO Driver. Name \_\_\_\_\_ (for Driver Referral Bonus)

Newspaper Ad - Name of Paper \_\_\_\_\_  Personally Referred by \_\_\_\_\_

Truck Stop Poster - Location \_\_\_\_\_  Other \_\_\_\_\_

**Truck Driver's Training School** Yes  No  Date Graduated \_\_\_\_\_

Name and Location of School \_\_\_\_\_

### **REHIRE-REAPPLY**

HAVE YOU WORKED FOR THIS COMPANY BEFORE? \_\_\_\_\_ DATES: FROM \_\_\_\_\_ TO \_\_\_\_\_

REASON FOR LEAVING \_\_\_\_\_

HAVE YOU EVER APPLIED TO OUR COMPANY BEFORE? Yes No If so, when? \_\_\_\_\_

### **CITIZENSHIP**

ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COMPANY BECAUSE OF VISA OR IMMIGRATION STATUS?

Yes  No (PROOF OF CITIZEN OR IMMIGRATION STATUS WILL BE REQUIRED UPON EMPLOYMENT).

NAME \_\_\_\_\_

## EMPLOYMENT RECORD

List in order starting with your most recent employer. **EXPERIENCED DRIVERS:** Your Wages will be based on the experience the Human Resource Department can verify. **All Applicants:** List all employment for at least the last ten (10) years. **PLEASE ACCOUNT FOR ALL GAPS BETWEEN EMPLOYERS GREATER THAN ONE (1) MONTH.**

**1. Present or Last Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**2. Previous Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**3. Previous Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**4. Previous Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**5. Previous Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

**6. Previous Employer:** Name \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(Street)

(City)

(State) (Zip Code)

Position Held \_\_\_\_\_ Duties Performed \_\_\_\_\_

Dates: From \_\_\_\_\_ To \_\_\_\_\_ Supervisor \_\_\_\_\_ Salary \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

(Attach sheet if more space is needed)

**EDUCATION AND MILITARY STATUS**

CIRCLE Highest Grade Completed 1 2 3 4 5 6 7 8 High School 1 2 3 4 or GED College/Trade 1 2 3 4 Other \_\_\_\_\_

Last School Attended \_\_\_\_\_

Have you served in the U.S. Armed Forces? \_\_\_\_\_ Branch \_\_\_\_\_ Dates \_\_\_\_\_ (From) (To)

Reserve Status \_\_\_\_\_ Rank at Discharge \_\_\_\_\_

**DRIVER'S LICENSE**

Note: The U.S. Department of Transportation requires that no driver possess more than one license. That license must be issued by the state in which you reside.

**Current Driver's License:**

State \_\_\_\_\_ Lic.# \_\_\_\_\_

Class \_\_\_\_\_ Endorsements \_\_\_\_\_ Exp. Date \_\_\_\_\_

Have you ever held a driver's license in another state: Yes  No  **IF YES:**

(State) \_\_\_\_\_ (When) \_\_\_\_\_ (License Number) \_\_\_\_\_

Has any license, permit or privilege ever been suspended or denied you? Yes  No  **IF YES:**

(State) \_\_\_\_\_ (When) \_\_\_\_\_ (Reason) \_\_\_\_\_

I certify that the above current license is the only one I hold.

X \_\_\_\_\_ X \_\_\_\_\_  
**SIGNATURE OF APPLICANT** **DATE**

HAVE YOU EVER BEEN CONVICTED OF A CRIME? Yes  No  If yes, name the charge, date, state and the county or town of the conviction: \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A MAJOR VIOLATION TO INCLUDE BUT NOT LIMITED TO DUI, DWI, RECKLESS OPERATION, ETC.? Yes  No  If yes, where and date: \_\_\_\_\_

**DRIVING EXPERIENCE**

LIST ALL DRIVING EXPERIENCE STARTING WITH YOUR MOST RECENT EXPERIENCE. PLACE AN (X) IN EACH BOX THAT DESCRIBES THE EQUIPMENT OPERATED:

NAME OF COMPANY	DATES MO. / YR.		Cabover	Conventional	Straight	Semi - Tractor	Van	Tank	Flat	Dump	Multiples	Haz Mat	Expedited	Overdimensional	Pipe, Lumber, Shingles	Coal, Sand, Gravel	General Commodities	Produce	Steel	
	FROM	TO																		

HAVE YOU EVER REFUSED A DRUG OR ALCOHOL TEST? Yes  No

HAVE YOU EVER BEEN REFERRED TO A SUBSTANCE ABUSE PROFESSIONAL? Yes  No

HAVE YOU TESTED POSITIVE ON A DOT DRUG TEST IN THE PAST (3) YEARS? Yes  No

**ACCIDENT RECORD FOR THE PAST 5 YEARS**

	DATE	WERE YOU CITED		NATURE OF ACCIDENT (Head-on, Rear-end, Rollover, etc.)	Preventable	Non-Preventable	# of Injuries	# of Fatalities
		Yes	No					
Last Accident								
Next Previous								
Next Previous								

CLARIFY INVOLVEMENT IN NO FAULT / NO CITATION ACCIDENTS. ATTACH SHEET IF MORE SPACE IS NEEDED.

**CERTIFICATION OF VIOLATIONS**

Date	Offense	Location	Type of Vehicle Operated
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I certify that the above is a true and complete list of violations for the past 5 years, and I have not been convicted or forfeited bond or collateral on any other moving violations Furthermore, I have no pending violations (moving or non-moving).

X \_\_\_\_\_ X \_\_\_\_\_  
**SIGNATURE OF APPLICANT** **DATE**

**REFERENCES**

List three (3) personal references.

(Name)	(Address)	(Phone)	(Relationship)
(Name)	(Address)	(Phone)	(Relationship)
(Name)	(Address)	(Phone)	(Relationship)

It is agreed and understood that any misrepresentation of information given above shall be considered an act of dishonesty.

It is agreed and understood that the employer TOKO Trucking LLC. or their agents may investigate my background to ascertain any and all information of concern in my record, whether same is of record or not, and I release employers and persons named herein from all liability for any damages on account of the furnishing of such information.

It is agreed and understood that as a condition of hire this is my written authorization to obtain the results of all U.S. Department of Transportation required drug and/or alcohol tests (including any refusals to be tested) from all of the companies for which I have worked as a driver, or for which I took a pre-employment drug and/or alcohol test.

I agree to furnish such additional information and complete such examinations as may be required to complete my employment file.

It is agreed and understood that this application for employment in no way obligates the employer to employ me.

It is agreed and understood that if hired, I am on a probationary period during which time I may be discharged without resources.

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

X \_\_\_\_\_ X \_\_\_\_\_  
**SIGNATURE OF APPLICANT** **DATE**