



430 Airport Road
 P.O. Box 1058
 Greeneville, TN 37744-1058
 (423) 636-7000

Answer all questions - Please print in ink or type
 Applicant must personally complete application.

Date of Application _____

Last Name		First Name		M.I.	Social Security Number
Address: Street and Number		City	State	Zip	Area Code and Telephone ()
Permanent Address (if Different from above) Street and Number		City	State	Zip	Area Code and Telephone ()
Have you been employed here previously?		? Yes	? No	If yes, Please complete:	

Position Applied For	Salary Requested
Type of Position Requested Check: ? Full-Time ? Part-Time Days and Hours available to work _____ ? Regular ? Temporary Date available to start work _____ Are you available to work ? Day Shift ? Evening Shift ? Night Shift ? Weekends ? Overtime ? (Check any that apply)	
How did you learn about the position for which you are applying?	
Do you have any relatives working here? ? Yes ? No If yes, please state: Name: _____ Department _____	

Equal Opportunity Employer

All Applications remain active no longer than 60 days. After that time, a new application must be completed should applicant desire to seek employment with Forward Air, Inc.

Employment Record

All Applicants

List your last five (5) employers, starting with current or most recent. Include self-employment, military service, and part-time jobs. Also include job-related volunteer experience. Give an explanation for any periods during which you were not employed.

1. Present or Last Employer		Address	City	State	Zip
From: Mo/Yr to: Mo/Yr	Supervisor's Name and Phone Number	Last Hourly Rate/Salary		? Full-Time ? Part-Time	
Job Title(s)		Reason for Leaving			
Description of Duties/Other Explanation					

2. Present or Last Employer		Address	City	State	Zip
From: Mo/Yr to: Mo/Yr	Supervisor's Name and Phone Number	Last Hourly Rate/Salary		? Full-Time ? Part-Time	
Job Title(s)		Reason for Leaving			
Description of Duties/Other Explanation					

3. Present or Last Employer		Address	City	State	Zip
From: Mo/Yr to: Mo/Yr	Supervisor's Name and Phone Number	Last Hourly Rate/Salary		? Full-Time ? Part-Time	
Job Title(s)		Reason for Leaving			
Description of Duties/Other Explanation					

4. Present or Last Employer		Address	City	State	Zip
From: Mo/Yr to: Mo/Yr	Supervisor's Name and Phone Number	Last Hourly Rate/Salary		? Full-Time ? Part-Time	
Job Title(s)		Reason for Leaving			
Description of Duties/Other Explanation					

5. Present or Last Employer		Address	City	State	Zip
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From: Mo/Yr to: Mo/Yr	Supervisor's Name and Phone Number	Last Hourly Rate/Salary	? Full-Time ? Part-Time
Job Title(s)		Reason for Leaving	
Description of Duties/Other Explanation			

Education

Name	City and State	Curriculum/ Major	Grade Point Average	Degree/ Diploma/ Certificate
High School				
College/ University				
Trade/ Vocational				
Business Other				
List any Scholarships, academic honors, or special achievements.				

Military

Branch of Service:	Rank:
Period of Duty:	Date of Discharge:
Describe your duties and training:	

Civic/Professional/Trade Association Memberships/Activities (Optional)

Dock/Warehouse Experience & Qualifications

List types of dock/warehouse experience and number of years of each _____
List dock/warehouse equipment you can operate (lift truck, etc.) _____
List course or training in dock/warehouse work _____

Clerical Experience & Qualifications

List courses and training in office work _____

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience		Formal Training (Check)	Years of Experience
Typing (wpm)			Dictating Machine		
Shorthand (wpm)			Bookkeeping Machine		
Billing			Switchboard Equipment		
Filing			(Indicate type)		
Computers (indicate software)			Tabulator		
Word Processing Equipment			Accounting		
Key Punch			OS & D		
Calculator			Interline		
Adding Machine			Claims		
Telecopier			Cashier		
Photocopier			Dispatcher		
Rates (Indicate tariffs with which you have worked)					

Maintenance Experience & Qualifications

List courses and training in maintenance work _____

Job Function

Indicate training and experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Drive Line Components			Body Work		
Diesel Engine Tune-up And Rebuild			Electrical Repair		
Gas Engine Tune-up And Rebuild			Frame and Wheel Alignment		
Tire Service			Brakes		
Trailer Repair			Cooling System		
Air Conditioning			Inspections		
Air Conditioning			General Car Repair		

Shop Equipment

Indicate training and Experience in the following:	Formal Training (Check)	Years of Experience	Area	Formal Training (Check)	Years of Experience
Electrical Diagnostic Equipment			Tire Servicing Machine		
			Wheel & Tire Balancing Machine		
Sheet Metal Equipment			Tire Recapping Mold		
Frame & Axle Straightening Equipment			Engine Dynamometer		
Engine Rebuilding Equipment			Chassis Dynamometer		
Diesel Injection Equipment			Magnetic Crack Detector		
Electric Welder			Engine Analyzer		
Oxyacetylene Welder			Noise Measuring Equipment		
Paint Spray Gun			Smoke Measuring Equipment		
Air Conditioning			Inspections		
			General Car Repair		

Summary

Summarize other special skills and qualifications relating to the position for which you are applying:

Are you legally permitted to work in the United States? (Employment will be contingent on providing proof of citizenship or work authorizations.)	? Yes ? No
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To Whom It May Concern:

Authorization For Information Release

I, _____, residing at
_____, _____,

hereby authorize and permit the release to any authorized representative of FORWARD AIR, INC., any and all records in your possession pertaining to me, including but not limited to the following: credit information and records; bank account records; criminal and arrest records, medical records, employment information, including wages and benefits; driving records and accident or incident reports.

A photographic copy of this authorization shall serve as if it were an original.

DATE:

Print Name: _____

Signature: _____

(Prospective Employee)

WITNESS:

If you have ever been known by any other name(s),
please print here: _____

All applicants are advised that an investigative consumer credit report, which may include information as to the character, general reputation, personal characteristics, and mode of living, of the applicants whichever are applicable, may be made. If such investigative consumer credit report is requested, you will be given notice of same when the report is first requested. If you desire, within a reasonable period of time after receipt by you of notice that your credit files are being investigated, you may request, in writing, that the complete and accurate nature and scope of the investigation be given to you.



Applicant: _____

Applicant Qualification – Background Investigation

Employer # - _____ Phone # - _____

Contact Date _____ Contact Name _____

Applicant Supplied Employment Dates: From _____ To _____

Employer Supplied Employment Dates: From _____ To _____

Material handling experience: Yes • No • Total Time: _____

Forklift certification: Yes • No • Total Time: _____

Hazardous Material Handling certification : Yes • No • Total Time: _____

Reason for Leaving _____ Eligible for Rehire _____

Comments: _____

Employer # - _____ Phone # - _____

Contact Date _____ Contact Name _____

Applicant Supplied Employment Dates: From _____ To _____

Employer Supplied Employment Dates: From _____ To _____

Material handling experience: Yes • No • Total Time: _____

Forklift certification: Yes • No • Total Time: _____

Hazardous Material Handling certification : Yes • No • Total Time: _____

Reason for Leaving _____ Eligible for Rehire _____

Comments: _____
