



# Employment Application Form

Application Date \_\_\_\_\_

Hire Date \_\_\_\_\_

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle                                      SSN                                      DOB                                      Phone Number

\_\_\_\_\_  
 Street Address                                      City                                      State                                      Postal Code                                      # of Years

**Past 3 years:**

\_\_\_\_\_  
 Street Address                                      City                                      State                                      Postal Code                                      # of Years

\_\_\_\_\_  
 Street Address                                      City                                      State                                      Postal Code                                      # of Years

## Employment Desired

\_\_\_\_\_  
 Position                      Desired Start Date                      Desired Salary

Are you employed now?     Yes     No                      May we contact your current employer?     Yes     No

Have you ever *applied* to this company before?                       Yes     No                      When? \_\_\_\_\_

Have you ever *been employed* by this company before?     Yes     No                      When? \_\_\_\_\_

Name of your last supervisor at this company: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Who referred you to this company? \_\_\_\_\_

## Education

School Level	Name and Location of School	# of yrs attended	Did you graduate?	Subjects Studied
Grammar School				
High School				
College				
Trade or Correspondence School				

## General

Subject of special study or research work: \_\_\_\_\_

Special training: \_\_\_\_\_

Special skills: \_\_\_\_\_

# Employment History

## Current/Last Employer:

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Employed From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_ Position Held \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Description: \_\_\_\_\_

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

## Previous Employers:

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Employed From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_ Position Held \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Description: \_\_\_\_\_

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

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Employed From (month/year) \_\_\_\_\_ To (month/year) \_\_\_\_\_ Position Held \_\_\_\_\_ Starting Salary \_\_\_\_\_ Final Salary \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

Work Description: \_\_\_\_\_

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

# Applicant Certification

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.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_



# Forklift Safety Quiz

Score \_\_\_\_\_

Last Name \_\_\_\_\_

First Name \_\_\_\_\_

## True or False

Put a check mark (✓) in the proper box. (T. True or F. False)

- |   |   |
|---|---|
| 1. <input type="checkbox"/> T <input type="checkbox"/> F It is all right to park on an incline without blocks under -the drive wheels.  | 17. <input type="checkbox"/> T <input type="checkbox"/> F Electric trucks may be operated with weak batteries.  |
| 2. <input type="checkbox"/> T <input type="checkbox"/> F The forks can be used to jack up other machines.   | 18. <input type="checkbox"/> T <input type="checkbox"/> F Steering wheel knobs may swing and break fingers.   |
| 3. <input type="checkbox"/> T <input type="checkbox"/> F It is all right to push another machine to get it started.   | 19. <input type="checkbox"/> T <input type="checkbox"/> F It is dangerous to have batteries near sparks or flames.  |
| 4. <input type="checkbox"/> T <input type="checkbox"/> F Regular traffic rules in the plant do not apply to fork trucks.  | 20. <input type="checkbox"/> T <input type="checkbox"/> F You can lift as much weight with the ends of the forks as you can with the forks all the way under the load.            |
| 5. <input type="checkbox"/> T <input type="checkbox"/> F When you come to a stop you can back up right away without looking behind you, because you have just covered that area and know it is clear. | 21. <input type="checkbox"/> T <input type="checkbox"/> F When backing out from under a load the forks may be caught if they are not level and clear, but this is not dangerous.  |
| 6. <input type="checkbox"/> T <input type="checkbox"/> F It makes no difference whether you stop slowly or suddenly when you are carrying a load.   | 22. <input type="checkbox"/> T <input type="checkbox"/> F Safety shoes are recommended for fork truck drivers.  |
| 7. <input type="checkbox"/> T <input type="checkbox"/> F It is not dangerous to drive through an oil puddle.  | 23. <input type="checkbox"/> T <input type="checkbox"/> F It is all right to drive with wet or slippery hands.  |
| 8. <input type="checkbox"/> T <input type="checkbox"/> F Other workers may stand nearby as you stack material.  | 24. <input type="checkbox"/> T <input type="checkbox"/> F Fork truck operators are responsible for the general cleanliness of their trucks.                                       |
| 9. <input type="checkbox"/> T <input type="checkbox"/> F You can get off and let the truck coast to a stop when parking, provided you take the key out.   | 25. <input type="checkbox"/> T <input type="checkbox"/> F Operators of gasoline or propane lift trucks should check gas or propane, oil and water at the beginning of each shift. |
| 10. <input type="checkbox"/> T <input type="checkbox"/> F The operator should inspect his truck at the beginning of his shift each day.   | 26. <input type="checkbox"/> T <input type="checkbox"/> F Pedestrians and co-workers are responsible for keeping clear of your machine in fork truck working areas.               |
| 11. <input type="checkbox"/> T <input type="checkbox"/> F When lowering a load, It is proper to stop it suddenly.   | 27. <input type="checkbox"/> T <input type="checkbox"/> F Powered trucks should not be left alone with the motor running.   |
| 12. <input type="checkbox"/> T <input type="checkbox"/> F It is all right to stack material in front of fire doors.   | 28. <input type="checkbox"/> T <input type="checkbox"/> F Stunt-driving shows that you are a good driver.   |
| 13. <input type="checkbox"/> T <input type="checkbox"/> F You may park or stack in front of firefighting equipment.   | 29. <input type="checkbox"/> T <input type="checkbox"/> F Operators should try to fix any mechanical trouble that develops.   |
| 14. <input type="checkbox"/> T <input type="checkbox"/> F The load should be tilted against the backrest.   | 30. <input type="checkbox"/> T <input type="checkbox"/> F You may have people stand on or add weight to the back of the truck in order to lift more weight with the front.        |
| 15. <input type="checkbox"/> T <input type="checkbox"/> F The brakes on a freight car should be set before driving into it.   | 31. <input type="checkbox"/> T <input type="checkbox"/> F The forks may be used to bump a loaded pallet into position.  |
| 16. <input type="checkbox"/> T <input type="checkbox"/> F It is not necessary to report slippery conditions in your driving area.   |   |

32.  T  F Bent or damaged loading plates must never be used.
33.  T  F The operator must face the direction in which his vehicle is moving.
34.  T  F A good operator will usually let his foot ride on the clutch.
35.  T  F The approximate cost of a 6,000 pound fork truck is less than \$5,000.
36.  T  F Racing the motor keeps it warmed is good for it.
37.  T  F Fork trucks should be operated at full speed in order to get the work done.

38.  T  F You may start, turn, or stop a truck suddenly.
39.  T  F When employees are removing material from the pallet, which is on your forks, the forks should be raised high enough to make lifting easier.
40.  T  F When a heavy load is being lifted from or onto your forks by a crane or hoist, it is important that the forks be lowered to the floor.
41.  T  F One person may ride on your truck if there is room.

## Multiple Choice

Put a circle around the letter of the answer you think is correct.

42. When overtaking a pedestrian from the rear you should:
- Continue on as long as he is not in front of you.
  - Go around him.
  - Sound your horn and stay clear of him.
43. Another person may ride the bare forks of a truck:
- Never.
  - If absolutely necessary.
  - If the operator approves.
44. The forks on a loaded, moving truck may be raised high:
- If considered necessary to pass a single congested spot.
  - Never.
  - At anytime.
45. The four most important things to do when parking a truck are:
- Park off the aisle or driveway.
  - Put the gears in neutral.
  - Apply the parking brake.
  - Drop the forks flat on the ground.
  - Turn off the ignition and remove the key if there is one.
46. Choose the three things that you should do when coming to a cross aisle or blind corner; in the order you should do them:
- Stop
  - Keep moving.
  - Pray
  - Sound your horn.
  - Proceed cautiously.
  - Slow down.
47. In case of an accident that damages the truck or other property, you should:
- Keep your mouth shut and get out of the area.
  - Report it to your foreman.
48. In case of an accident where someone is hurt, what two things should you do?
- Tell your foreman.
  - Get medical help.
  - Make a written report.
  - Faint.
49. When driving up a ramp with a load, the load should be on:
- The high end of the fork truck.
  - The low end of the fork truck.
50. When driving down a ramp with a load, the load should be on:
- The high end of the fork truck.
  - The low end of the fork truck.
51. Which is more dangerous, to drive out of bright sun-light and into a building or to drive out of a building and into bright sunlight?
- 
52. When traveling a road or aisle onto which doors open, you should.
- Keep to the right as usual.
  - Travel in the center.

## Complete The Following Math Problems

$$\begin{array}{r} 1. \quad 796 \\ \quad 4,983 \\ \quad 2,572 \\ + \quad 9,816 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \quad 3,529 \\ \quad 8,057 \\ \quad \quad 29 \\ + \quad 5,638 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \quad 249 \\ \quad 3,962 \\ \quad \quad 43 \\ \quad 1,650 \\ + \quad 4,126 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \quad 9,546 \\ - \quad 859 \\ \hline \end{array}$$

$$\begin{array}{r} 5. \quad 7,000 \\ - \quad 425 \\ \hline \end{array}$$

$$6. \quad 5,323 - 599 - 30 - 25$$

$$\begin{array}{r} 7. \quad 782 \\ \times \quad 6 \\ \hline \end{array}$$

$$\begin{array}{r} 8. \quad 259 \\ \times \quad 37 \\ \hline \end{array}$$

$$\begin{array}{r} 9. \quad 437 \\ \times \quad 223 \\ \hline \end{array}$$

$$10. \quad 3,69647 = \underline{\hspace{2cm}}$$

$$11. \quad 20,749454 = \underline{\hspace{2cm}}$$

$$12. \quad 243764111 = \underline{\hspace{2cm}}$$

13. If Company Z delivers truckload #4,328, and the load has 22 pallets with 3,300 cases total, how many cases per pallet

14. Product Code 12345 has 11 tiers and 15 cases per tier. How many cases per pallet?

15. Order number 2563 has 2 pallets of: product code number 63725 at 150 cases per pallet; Ten pallets at 99 cases per pallet of product code 63730 and 4 pallets that total 320 cases of product code 65800. What is the total case count on this order?