

# Roger Sitterly & Son, Inc.

270 Liberty St. \* P.O. Box 2530 \* Springfield, MA 01101-2530  
[www.sitterlymovers.com](http://www.sitterlymovers.com) E-mail: [Info@sitterlymovers.com](mailto:Info@sitterlymovers.com)

South Deerfield, MA Springfield, MA Amherst, MA  
Tel. (413) 665-2121 Tel. (413) 737-2641 Tel. (413) 253-2200

## Employment Application

**NOTE:** You must be 18 years of age or older in order to be eligible for employment at Roger Sitterly & Son, Inc., an agent for Atlas Van Lines.

### APPLICANT DATA:

Full Name (last, first middle): \_\_\_\_\_ Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Address: \_\_\_\_\_ Social Security #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ ZIP: \_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Phone: ( ) \_\_\_\_ - \_\_\_\_ Alternate / Cellular: ( ) \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

How were you referred to us? \_\_\_\_\_ Available to start: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Type of employment desired:  Full-Time  Part-Time  Summer/Seasonal  Temporary, thru \_\_\_\_ / \_\_\_\_

/ \_\_\_\_

Position applying for:  Driver, Class A  Driver, Class B  Driver, Class C / D  Helper  Office

\*\*\* **All Drivers and Helpers** that work for Roger Sitterly and Son, Inc. must be able to speak, read, write, and understand the English language. Also, employees must have the ability to lift and carry at least 80 pounds.

Do you have any medical condition(s) that could interfere with the job requirements listed above?  Yes  No

If you answered Yes, please explain: \_\_\_\_\_

\*\*\* Drivers and Helpers must be available to work **Monday through Saturday**, except for approved time off.

Occasionally, Drivers and Helpers are asked to stay overnight when working away from the local area.

Are you available to be scheduled and work every Monday through Saturday?  Yes  No

If No, please explain: \_\_\_\_\_

Are you available to stay overnight when working at jobs outside the local area?  Yes  No

Are you a legal citizen of the United States?  Yes  No If not, do you have work papers?  Yes  No

Have you ever worked for this company before?  Yes  No If yes, when? \_\_\_\_\_

Have you ever pled "guilty" or "no contest" to or been convicted of a crime or misdemeanor?  Yes  No

If yes, please give dates and details: \_\_\_\_\_

**Note:** Answering yes to the above question does not constitute an automatic rejection to employment. The date of the offense, seriousness and nature of the violation, rehabilitation, and position applied for will be considered.

Do you have a valid Driver's License?  Yes  No Issuing state: \_\_\_\_ Class: \_\_\_\_ Expires \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### EDUCATION DATA:

**High School** Name: \_\_\_\_\_ Address: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Did you graduate?  Yes  No  Not yet Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GPA: \_\_\_\_\_

**College/University** Name: \_\_\_\_\_ Address: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Did you graduate?  Yes  No  Not yet Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GPA: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_ Degree: \_\_\_\_\_

**Technical/Trade School** Name: \_\_\_\_\_ Address: \_\_\_\_\_

# of years completed: \_\_\_\_\_ Did you graduate?  Yes  No  Not yet Date: \_\_\_/\_\_\_/\_\_\_ GPA: \_\_\_\_\_

**Employment Application (cont'd.)**

Name: \_\_\_\_\_

Do you have any skills or special qualifications that are applicable to the moving and storage industry? (Examples include packing experience, fork truck operation, supervisory experience, etc.) Please list your special skills here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PREVIOUS EMPLOYMENT: (Please begin with your most recent position)**

**1.** Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Starting Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_ Ending Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes

No

**2.** Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Starting Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_ Ending Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes

No

**3.** Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

Phone #: ( ) \_\_\_\_\_ - \_\_\_\_\_ Supervisor: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Start Date: \_\_\_/\_\_\_/\_\_\_ Starting Title: \_\_\_\_\_ Starting Salary: \_\_\_\_\_

End Date: \_\_\_/\_\_\_/\_\_\_ Ending Title: \_\_\_\_\_ Ending Salary: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_ May we contact?  Yes

No

**REFERENCES:**

Please provide the name, address, and phone number of two people (not relatives or former employers) that we may contact for reference.

**1.** Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**2.** Name: \_\_\_\_\_ Phone Number: ( ) \_\_\_\_\_ - \_\_\_\_\_

# Roger Sitterly & Son, Inc.

270 Liberty St. \* P.O. Box 2530 \* Springfield, MA 01101-2530  
[www.sitterlymovers.com](http://www.sitterlymovers.com) E-mail: [Info@sitterlymovers.com](mailto:Info@sitterlymovers.com)

South Deerfield, MA      Springfield, MA      Amherst, MA  
Tel. (413) 665-2121      Tel. (413) 737-2641      Tel. (413) 253-2200

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

## Employment Application

**NOTE:** You must be 18 years of age or older in order to be eligible for employment at Roger Sitterly & Son, Inc., an agent for Atlas Van Lines.

### EMERGENCY CONTACTS: (It is MANDATORY that this section be completed.)

1. Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Relation: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone Number: (    ) \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Relation: \_\_\_\_\_

### CONSUMER REPORT DISCLOSURE AND RELEASE

#### DISCLOSURE

In connection with your employment or application for employment (including for contract services), consumer reports may be requested from U.S.I.S. Commercial Services ("USIS"). These reports may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, academic history, professional credentials, and drug/alcohol use. Such reports may contain public record information concerning your driving record, workers' compensation claims, credit, bankruptcy proceedings, criminal records, etc., from federal, state, and other agencies which maintain such records; as well as information from USIS concerning previous driving record requests made by others from such state agencies and state provided driving records.

You have the right to make a request to USIS, upon proper identification, to request the nature and substance of all information in its files on you at the time of your request, including the sources of information and the recipients of any reports on you that USIS has previously furnished within the two-year period preceding your request. USIS may be contacted by mail at P.O. Box 33181, Tulsa, Oklahoma, 74153, or by phone at (800) 381-0645.

#### RELEASE

**I AUTHORIZE, WITHOUT RESERVATION, USIS, AND ANY PARTY OR AGENCY CONTACTED BY USIS, TO FURNISH THE ABOVE-MENTIONED INFORMATION.**

USIS is authorized to disclose all information obtained to the requesting entity for the purpose of making a determination as to my eligibility for employment, promotion, or any other lawful purpose. I agree that such information which USIS has or obtains, and my employment history if I am hired, may be supplied by USIS to other companies that subscribe to USIS. If hired or contracted, this authorization shall remain on file and serve as ongoing authorization for the procurement of consumer reports at any time during my employment or contract period.

By signing below, I certify that I have read and fully understand this release, that prior to signing, I was given the opportunity to ask questions and to have those questions answered to my satisfaction, and that I executed this release voluntarily and with the knowledge that the information being released could affect my being hired, my employment, or my eligibility for promotion.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Social Security #: \_\_\_\_\_

### DISCLOSURE, RELEASE, AND SIGNATURE:

I certify that my answers to all questions contained within this application are truthful and complete to the best of my knowledge. I authorize Roger Sitterly & Son, Inc. to make such investigations and inquiries of my personal, employment, educational, financial, and/or medical history and other related matters as may be necessary for an employment decision to be made. I hereby release past employers, schools, or persons from all liability in responding to inquiries in connection with my application for employment with Roger Sitterly & Son, Inc.

In the event that I am employed, I understand that providing false or misleading information given in my application or interview(s) may be grounds for immediate discharge. I understand that, if hired, the first 90 days of employment are a trial period. I understand that employment at Roger Sitterly & Son, Inc. is at will, and may be terminated at any time.

By signing below, I agree to all stipulations and disclosures listed within this employment application, and I certify I meet the minimum physical requirements to perform the job(s) for which I am applying. I certify that I have no pre-existing medical conditions that would prevent me from performing the duties of my job, if hired. I declare that I can speak, read, write, and understand the English language.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_