

# Siracusa Moving & STORAGE CO., INC

250 Commerce Circle  
New Britain, Connecticut 06051

## Application For Employment

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Please Print

Date\_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

\_\_\_\_\_  
Middle

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Social Security Number

Current Address

\_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City or Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

Permanent Address ( If different from current address)

\_\_\_\_\_  
No. & Street

\_\_\_\_\_  
City or Town

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

(\_\_\_\_)\_\_\_\_\_  
Home

(\_\_\_\_)\_\_\_\_\_  
Cell

(\_\_\_\_)\_\_\_\_\_  
Message Phone

\_\_\_\_\_  
Email Address (Drivers Only)

Employment Desired

Position\_\_\_\_\_

Salary Desired\_\_\_\_\_

Referred By\_\_\_\_\_

Date You Can Start\_\_\_\_/\_\_\_\_/\_\_\_\_

Availability

Full Time.....[ ] YES [ ] NO

Part Time.....[ ] YES [ ] NO

Temporary or Seasonal.....[ ] YES [ ] NO

What days and Hours are you available for work?

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Are you able to work overtime if necessary?.....[ ] Yes [ ] NO  
Are you able to work weekends?.....[ ] YES [ ] NO  
Do you have reliable transportation to work?.....[ ] YES [ ] NO  
Are you currently employed?.....[ ] YES [ ] NO  
If so, may we contact your current employer?.....[ ] YES [ ] NO

Personal Information

Have you ever applied to work for Siracusa Moving & Storage, Inc. before?.....[ ] YES [ ] NO  
Are you at least 18 years old?.....[ ] YES [ ] NO  
Drivers License Number \_\_\_\_\_ CDL?..[ ] YES [ ] NO TYPE \_\_\_\_\_  
\*\*\*\*\* ALL CDL DRIVERS MUST BE ABLE TO BE QUILIFIED WITH ALLIED VAN LINES \*\*\*\*\*

If hired, can you provide evidence of US citizenship or proof of your legal right to live and work in the United States?.....[ ] YES [ ] NO  
Are you able to perform the essential functions on the job for which you are applying? Either with or without accommodation?.....[ ] YES [ ] NO  
If No, describe the functions that you cannot perform.

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(Note: We comply with the ADA and consider all reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination and skill/agility test)

Have you ever been convicted of a felony or misdemeanor? (Convictions for Marijuana related offenses that are more than two years old need not to be listed).....[ ] YES [ ] NO  
If Yes, state the nature of the crime(s), when and where convicted and disposition of the case.

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(Note: No applicant will be denied employment based solely on the grounds of conviction of a criminal offence,the nature of the offence, the date or the surrounding circumstances of the offense.

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Education, Training and Experience

High School	No. of Years completed	Did you Graduate
Name _____		
Address _____		
City or Town _____	State _____	Zip Code _____

College/University	No. of Years completed	Did you Graduate
Name _____		
Address _____		
City or Town _____	State _____	Zip Code _____

Vocational/Trade	No. of Years completed	Did you Graduate
Name _____		
Address _____		
City or Town _____	State _____	Zip Code _____

Did you attend a Truck Driving School.....[ ] YES [ ] NO  
If so, when and where \_\_\_\_\_

Do you hold any certification for the job for which you are  
applying?.....[ ] YES [ ] NO  
Name of license/certifications: \_\_\_\_\_  
Issuing State: \_\_\_\_\_  
License/certification number: \_\_\_\_\_

Do you speak and read english?.....[ ] YES [ ] NO  
Do you speak and read any other languages?.....[ ] YES [ ] NO  
If so, which language(s) \_\_\_\_\_

Have you served in the US Military?.....[ ] YES [ ] NO  
If So When \_\_\_\_\_ What Branch \_\_\_\_\_ Honorable Discharge... [ ] YES [ ] NO

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Employment History

( List below all present and past employment starting with your most recent employer, last five years is sufficient. Account for all periods of unemployment. You must complete this section even if attaching a resume.)

Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_  
Duties: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact for reference?.....[ ] YES [ ] NO

Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_  
Duties: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact for reference?.....[ ] YES [ ] NO

Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_  
Duties: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact for reference?.....[ ] YES [ ] NO

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Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_  
Duties: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact for reference?.....[ ] YES [ ] NO

Name of Employer: \_\_\_\_\_  
Address of Employer: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Position Held: \_\_\_\_\_  
Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor: \_\_\_\_\_  
Type of Business: \_\_\_\_\_ Salary: Start \_\_\_\_\_ Finish \_\_\_\_\_  
Duties: \_\_\_\_\_ Type of Business: \_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
May we contact for reference?.....[ ] YES [ ] NO

\*\*\*Attach additional page(s) if necessary\*\*\*

Other Qualifications

List any other experience, training, qualifications or special job related skills that you may have, which you feel make you especially suited for the position for which you are applying.

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## Employment Application – 6

### References

Below please list three persons not related to you who can confirm your work performance for the past three years.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
No. Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
No. Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Years Known: \_\_\_\_\_  
No. Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_  
City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Occupation: \_\_\_\_\_

### ***Please Read Carefully, Initial Each Paragraph and Sign Below***

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or on any document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery. **Initials:** \_\_\_\_\_

I hereby authorize the company to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further, authorize the references to disclose to the company any and all letters, reports and other information related to my work experiences without giving me prior notice of such disclosure. In addition, I hereby release the company, my former employer's and all persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to SUCH investigations or disclosure. **Initials:** \_\_\_\_\_

I understand that nothing contained in the application, or conveyed during any interview which may be granted or during my employment, if hired, is intended to create an employment contract between myself and the company. In addition, I understand and agree that if I am employed, my employment is for no definite or determinable period and may be terminated at any time, with or without prior notice, at the option of either myself or the company, and that no promises or representations contrary to the foregoing are binding on the company unless made in writing and signed by me and the company's designated representative. **Initials:** \_\_\_\_\_

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

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

Applicant Print: \_\_\_\_\_

# Siracusa Moving & Storage CO., INC

250 Commerce Circle  
New Britain, Connecticut 06051

## New Hire Job Descriptions

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Effective July 1<sup>st</sup> 2012 all perspective employees who apply for work at **Siracusa Moving & Storage Co.** located at **250 Commerce Circle, New Britain, Connecticut** will be given a copy of the job description that explains what the job entails. The position for which he/she is applying is physically demanding and occasionally requires long days and weekends.

All perspective employees must be able to come to work on each and every day they are scheduled. He/she must be dressed appropriately in a company uniform, T-shirt and proper slip-resistant footwear. He/she must maintain a positive attitude and be prepared to begin work immediately upon clocking in.

Each employee will be given his/her assignment for the day by the dispatcher. This may include but not be limited to working in the warehouse, preparing trucks for the day, going out on household or commercial jobs, dropping and/or loading trailers and completing any other work the dispatcher may have for the day. When the employee is finished with his/her assignment then the dispatcher may or may not have more work to be performed. In most cases during the summer months and other busy times the employee will not get out of work after finishing his/her first assignment. Each applicant must understand that Siracusa Moving & Storage does not operate within the standard 8 to 10 hour day.

Each employee must be able to lift from a dead lift at least 45 pounds, carry items for short to long distances, push or pull objects with wheels long distances, climb in and out of trucks, climb up and down ladders of different heights, communicate clearly, follow directions properly and be able to work together with other employees of the company.

Each employee will report to the main office unless told otherwise. Some employees may be asked to work an overnight run. We will try to give as much notice as possible. These overnight trips, although rare, can be with an OTR driver or for a company local run.