



Professional Driving Academy

APPLICATION FOR TRAINING



Northeast Texas Community College

APPLICATION INSTRUCTION SHEET

The Department of Transportation has strict guidelines for filling out applications for employment in the trucking industry. Incomplete applications will take longer to process, also International Schools uses this application to qualify you for training and employment.

Please remember your application is the first impression that the trucking industry has of you. It represents you to the company. All entries should be neat and legible. DO NOT leave any blank spaces on the application. If the particular item does not apply to you, then mark it NA or None.

GENERAL INFORMATION

If you are not a US citizen, but have a green card, we must have a copy of the green card, front and back, included with the application.

EDUCATION

Circle the highest grade completed and indicate the name and completion date of the last school attended. Please note, if you have a high school diploma or G.E.D. a copy of your transcript and certificate should be included with the application.

DRIVING RECORD

You must list your current driver's license number and the state in which it was issued. The original issue date is the date you first received this license, not the renewal date. The driver license record must reflect all licenses you have held for the last five years including the number. Example: If you held an Oklahoma license from 1985 to 1989, we must have your Oklahoma license number. We must be able to establish a history of five years or back to the original license held. All driving violations during the preceding five years must be shown. Please state under the penalty section if the ticket was paid, or if it is still pending, or if a defensive driving course was taken to remove it from your driving record.

Example: Date: 09/03/92 State: TX Charge: Speeding, 75 in a 55 zone Charge: PD Pending DDC

If you have been involved as a driver in any motor vehicle accident(s) during the preceding three years, a copy of the accident report should be sent with your application. Please note, if you have been involved in an accident, even if it was not your fault, it could still be on your MVR, and the accident report is required to give all circumstances of the accident.

My signature below certifies that I have read, understand, and agree to the above.

Student Signature

Date

10 YEAR EMPLOYMENT HISTORY

The work history section of the application for employment is one of the most critical areas in determining the eligibility of an applicant. It is also the part of the application that is most often inaccurate and incomplete.

We must have a complete record of your work related activities including all periods of unemployment, self-employment, and periods which you were a full time student. **There can be no unverifiable gaps!** Begin with the date of the application and continue back for ten full years. Be sure to include the addresses, zip codes, phone numbers and area codes and reason for leaving in detail. All periods of unemployment, self-employment, or full time student status will be verified. Examples of acceptable verification are:

Unemployment: The best record is a printout of state unemployment compensation for the period during which a person was unemployed. If you did not receive unemployment payments, a letter from a public or private employment agency, on letterhead showing the dates of unemployment and stating that you were actively seeking employment may be acceptable. If it is not from a public or private agency, you will have to get letters from individuals who can verify that you were unemployed. The letters must be notarized and cannot be from family members.

Self-Employment: The best verification is tax records. For those persons who were involved in odd jobs for cash, may send copies of invoices showing equipment purchases or repairs and notarized letters from customers stating the time period during which services were performed.

Student Status: A transcript from the institution attended is verification of full time student status.
Business Closed: W-2 or 1099 forms from the years you were employed is verification of employment with a closed business. If it was the last company you worked for, and you applied for unemployment benefits, it should be on your printout.

SATISFACTORY PROGRESS

The student must meet the following minimum standards of academic achievement and successful course completion to maintain satisfactory progress at International Schools. The school requires all courses be successfully completed in order to graduate from the program.

Maximum Time For Completion: The maximum time for completion of the program is limited to a period equal to 1 and ½ times the standard program length measured in scheduled clock hours. An evaluation of academic achievement, (GPA) grade point average, and minimum clock hours completed are made at various times throughout the program. Grading periods are weekly and evaluation periods are bi-weekly. Students must maintain a minimum 70% average.

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Student Signature

Date

Northeast Texas Community College

Application for Truck Driver Training

Last Name _____ First Name _____ M.I. _____
Social Security # _____ Phone # (____) _____
Address _____ City, State, Zip _____
Date of Birth _____ Driver's License # _____ State _____

Single ___ Married ___ Divorced ___ Separated ___

Please list two Relatives (*NOT LIVING WITH YOU*)

(1) Last Name _____ First Name _____
Relation _____ Phone # (____) _____
Address _____ City, State, Zip _____

(2) Last Name _____ First Name _____
Relation _____ Phone # (____) _____
Address _____ City, State, Zip _____

Circle Highest Grade Completed: High School 9 10 11 12 GED College 1 2 3 4

Name and Address of High School _____

College, Technical, Or Vocational _____

1. Have you ever been denied a license, permit or privilege to operate a motor vehicle?
Yes ___ No ___
2. Has any license, permit or privilege been suspended or revoked? Yes ___ No ___
3. Have you ever been convicted for possession, sale or use of a narcotic drug, amphetamine, or derivative thereof? Yes ___ No ___
4. Have you ever been convicted of driving while intoxicated (DWI or DUI)?
Yes ___ No ___
5. Have you ever been convicted of a crime other than traffic tickets? Yes ___ No ___
6. Are you currently on probation or parole? Yes ___ No ___

CONSENT FOR DRUG SCREENING

I, _____, the undersigned, do hereby give my consent to International Schools, its doctors, employees or agents, together with any clinic, hospital or laboratory designated by same to perform appropriate test or examinations for the presence of drugs at any time during my enrollment, and at anytime while being assisted with job placement.

I give my permission to any clinic, hospital, or laboratory, its doctors, employees, or agents to release the results of these tests to International Schools or their representative.

I further agree to release and hold harmless International Schools or their representatives from any and all injuries, losses, damages, liability claims cause of action, and suits which may arise from taking a drug screening test.

I am taking the following drugs:

(NOTE: LIST ANY MEDICATION YOU ARE TAKING ORALLY, OR BY INJECTION. EXAMPLE: aspirin, cold medicine, nose sprays, antihistamines, etc.).

NAME OF DRUG	CONDITION FOR WHICH TAKEN	PRESCRIBING DOCTOR
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My signature below certifies that I have read, understand, and agree to the above.

Applicant Signature	Date
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STUDENT AGREEMENT

I understand that International schools does not offer to furnish transportation to or from school or work, and is not responsible for any other expenses I incur personally.

My signature below certifies that I have read, understand, and agree to the above.

Student Signature	Date
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ADDITIONAL REQUIREMENTS

1. To enter school, the student must not have had a DWI or DUI conviction or refusal to take a breathalyzer test in the past three years.
2. Many trucking companies administer a drug screen urinalysis test. Refusal to submit to, or failure to pass this test may prevent employment.
3. Student must not be on parole or probation; or must have a travel letter with irregular report dates.
4. Many trucking companies will not insure drivers under 22 years of age.

My signature below certifies that I have read, understand, and agree to the above.

Signature	Date
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PROFESSIONAL DRIVER TRAINING

STUDENT RULES OF OPERATION AND CONDUCT

1. Students are to dress in a manner which would be appropriate for the job which they are training. (No cutoffs, tank tops, or sandals)_____
2. No smoking, food or drinks during class or in the trucks._____
3. Students should turn off cell phones while in the classroom or in the trucks._____
4. Accidents or injuries must be reported immediately regardless of their severity._____
5. Each student is responsible for keeping his/her work area clean. This includes the classroom area, backing range and the trucks._____
6. International Schools accepts no liability for loss or damage to personal property._____
7. Students are expected to be on time and present for each class for which they are scheduled. Class times are 7:00 a.m. to 5:30 p.m._____
8. Students will notify the school in advance of unavoidable absences or tardiness._____
9. Absolutely no horse play will be tolerated._____
10. Profanity directed toward students or faculty will result in termination. If you wish to be respected, you must be respectful._____
11. Possession of alcoholic beverages, illegal drugs or weapons on school property is grounds for immediate termination._____
12. Persons on school property under the influence of alcohol or illegal drugs will be immediately terminated._____
13. Either on or off campus physical violence, the provocation of physical violence or the threat of physical violence is grounds for immediate termination._____
14. Theft or willful destruction of property is grounds for immediate dismissal._____
15. Students are expected to remain at their work stations and to complete all assigned tasks._____
16. All students will be required to have in their possession the appropriate driver's license, and a D.O.T. physical card prior to operation of any School equipment._____

My signature below certifies that I have read, understand, and agree to the above.

Student Signature

Date

REQUIREMENTS FOR D.O.T. CERTIFICATION

I understand that failure to meet any of the following requirements will prevent Department of Transportation certification and that any driver who does not possess D.O.T. certification is not permitted to drive in interstate commerce.

STUDENTS MUST:

1. Read and speak the English language well enough to converse with the general public, to understand traffic signs and signals, to respond to official inquiries, and to make entries on reports and records.
2. Have no current suspended driver's license in any state. Nor any unpaid traffic tickets in any state.
3. Not have been convicted of driving while intoxicated, driving under the influence of alcohol or illegal drugs possession, transportation, or unlawful use of alcohol or illegal drugs, leaving the scene of an accident which resulted in serious injury or death; or any felony offense involving the use of a motor vehicle within the last year for a first conviction or the last three years for a second conviction.
4. Have no loss of foot, hand or arm.
5. Have no impairment of hand or finger.
6. Have no defect in arms, foot or leg.
7. Have no history or clinical diagnosis of diabetes requiring insulin.
8. Have no history or clinical diagnosis of heart disease.
9. Have no history or clinical diagnosis of high blood pressure, or must be controlled by medication.
10. Have no respiratory dysfunction.
11. Have no clinical diagnosis of epilepsy.
12. Have acceptable eye and hearing acuity. Vision must be correctable to 20/40 Snellen for both eyes.
13. Have no clinical diagnosis of nervous, mental, or psychiatric disorder.
14. Not use any narcotic or habit forming drugs of any type.
15. Have no rheumatic, arthritic, orthopedic, muscular, neuromuscular, or vascular disease.
16. Have no more than two moving violations in the last year or four in the past five years.
17. Hold no more than one valid driver's license.
18. Be able to pass a D.O.T. physical examination
19. Be able to pass a D.O.T. drug screen.

To be eligible for an Interstate Commercial Driver's License you must be at least 21 years of age

My signature below certifies that I have read, understand and agree to the above requirements.

Student Signature

Date

JOB SEARCH ASSISTANCE POLICIES

- 1 Job search assistance is a privilege made available to all students who have successfully completed the course of study.
2. International Schools communicates with employers in the field on a regular basis. Information obtained from these employers will be made available to those students who appear to meet the employers' requirements.
3. Although the placement department is in frequent contact with employers, this department has no way of controlling the number of available jobs. It is always the employer and not the school who selects the employee. Employers reserve the right to interview and hire candidates from other sources not affiliated with the school.
4. **International Schools cannot and does not guarantee that any student will secure employment.**

FAILURE TO COMPLY WITH THE FOLLOWING RULES MAY RESULT IN DENIAL OF FURTHER JOB SEARCH ASSISTANCE

5. Students must complete a work, residence, and personal history covering the past 10 years as a condition of employment. Failure to provide a satisfactory application for employment by the end of week 2 of training may result in suspension until such time as an application is completed.
6. Students must inform the placement department of any changes in name, address, telephone number, or personal circumstances which may affect the individual's availability for interview or employment.
7. Students must keep all scheduled appointments with the placement department and prospective employers. If unable to keep an appointment, students must inform both the school and the prospective employer prior to the scheduled appointment time.
8. Students are required to report the results of interview to the placement department.
9. Students will maintain frequent contact with the placement department and provide any requested documents which will aid in their employment.
10. Jobs available through International Schools are with long-haul, irregular route, and interstate carriers. Persons desiring either short haul or local employment must assume responsibility for seeking such employment.
11. O, The undersigned, authorize International Schools to make my records available to prospective employers.

Student Signature

Date

ATTENDANCE AND LEAVES OF ABSENCE

The student's attendance is recorded on an hourly basis by the appropriate teacher and is recorded on the student's permanent attendance record in the school. Prior to the 4th quarter, a student will be terminated from school when he/she is absent in excess of ten (10) consecutive school days or in excess of 15% of the total clock hours in the course, whichever occurs first unless a leave of absence is approved. The student can take one leave of absence during their course time and the leave must be approved by the school director. A leave of absence shall be no less than four school days at any time nor exceed the lesser of thirty school days or sixty calendar days. During or after the 4th quarter, students who have reached their maximum absence hours may be continued in school, subject to the director's discretion. A student terminated for violation of attendance rules will be readmitted only after convincing the school director that he student is indeed serious about completing their education and will attend classes on a regular basis. Students will not be re-admitted until the beginning of the next grading period or term starting date. Students may be re-admitted only once.

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Student Signature

Date