

MONARCH MESSENGER EMPLOYMENT APPLICATION

APPLICATION PACKAGE OWNER / OPERATORS / COURIER & CITY TRACTOR DIVISION

The following **must** be included in this package:

1. Completed Application form
2. Resume / References
3. Original Drivers Abstract (Current...within 1 month)
4. Photocopy copy of Drivers license

****** PLEASE NOTE... An incomplete package will not be accepted******

Please specify which division:

COURIER: _____ 5 TON: _____ CITY TRACTOR: _____ LINE HAUL _____

O/O 5 TON: _____ O/O – CITY TRACTOR _____ O/O – LINE HAUL _____

TO THE APPLICANT:

The contents of this package will be reviewed by our Safety Division and will remain confidential. All new hires are required to do a Road Test. (Approx 2 hour)

O/O Tractor units must be _____ units or newer.

Please note that all will be kept on file for 3 months.

**Manager
Safety & Compliance**

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POSITION APPLYING FOR: (Choose one or two)

Company Vehicle:

Bike Car Van 1Ton 5Ton City Tractor City Tractor (Alta) Line-Haul

Owner Operator:

Bike Car Van 1Ton 5Ton City Tractor City Tractor (Alta) Line-Haul

IF YOU ARE AND OWNER OPERATOR PLEASE COMPLETE THE FOLLOWING

Make of vehicle: _____ Year: _____ Style: _____

Color: _____ Plate # _____

Insured by: _____ Serial #: _____ Date available: ____/____/____

Workers Compensation #: _____

Next of Kin: _____ Relationship: _____

Phone #: () _____

ARE YOU BONDABLE? YES _____ NO _____

Cheque made payable to: _____

Deduct \$10.00 per month for Social Club Dues? YES _____ NO _____

I affirm that all answers to the foregoing questions are correct. I understand that should I contract to Monarch Messenger, I agree to give a minimum of 14 days notice should I decide to resign. I hereby authorize Monarch Messenger Services Ltd. to check on my work references. Also, I hereby authorize Monarch Messenger Services Ltd. to withhold monies from my pay to cover any monies owing for repairs, fuel, tickets, cash advances, Hold Back upon termination, etc.

DATE: _____ SIGNATURE _____

***** FOR OFFICE USE ONLY *****

Unit #: _____ Employee #: _____ Start Date: ____/____/____

Radio: YES _____ NO _____ (\$50.00/month) Pager: YES _____ NO _____ (\$25.00/month)

Auto Insurance: _____ Comm. Rate: _____%

Propane Card: _____ Fuel Card: _____

Comments: _____

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EMPLOYMENT HISTORY

Most recent Employer: _____ Supervisor's Name: _____

Address: _____ Phone : _____

Date Started: ____/____/____ Date Ended: _/____/____

Position: _____ Average hrs ____/wk

Responsibilities:

2nd to last Employer: _____ Supervisor's Name: _____

Address: _____ Phone : _____

Date Started: ____/____/____ Date Ended: _/____/____

Position: _____ Average hrs ____/wk

Responsibilities:

3rd to last Employer: _____ Supervisor's Name: _____

Address: _____ Phone : _____

Date Started: ____/____/____ Date Ended: _/____/____

Position: _____ Average hrs ____/wk

Responsibilities:

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ADDITIONAL INFORMATION (Related to this position)

- Please attach a resume or any further information regarding skills and abilities that are related to the position for which you are applying.
- A minimum of three (3) references must be provided at the time of interview.
- Proof of qualifications may be required at time of interview.
- ORIGINAL Drivers Abstract MUST be provided before application will be considered.
- Photo copy of your Drivers Licence must be provided before application will be considered.
- All applicants are thanked for their interest in Monarch Messenger.

APPLICATION DECLARATION

I certify that the statements in this application are true. I agree and understand that any misstatement of material facts in the application will cause loss of all rights to employment with Monarch Messenger Services Ltd..

HAVE YOU HAD A CRIMINAL CONVICTION FOR WHICH A PARDON HAS NOT BEEN GRANTED?

YES _____ NO _____

(If YES, please explain)

SIGNATURE OF APPLICANT: _____ DATE: ____/____/____

Thank-you for your Application and Interest in **Monarch Messenger Services Ltd.**

An Equal Opportunity Employer

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OWNER / OPERATOR "Courier" & "City Tractor" Division Check List

<u>Orientation</u>	<u>Initials</u>	<u>Employee Benefits</u>	<u>Initials</u>
Employee Hand Book	_____	Vacations/ Holidays	N/A
Salary/ Pay Periods	_____	Benefit Plan Eligibility	NONE
VOID Cheque	_____		
Accident Reporting (handout)	_____		
Available Parking	_____	EAP Program (pamphlets)	_____
Uniforms / Appearance	_____		
Customer Service	_____	Black Berry _____	
		(see Graham)	

<u>General</u>	<u>Initials</u>	<u>Operations</u>	<u>Initials</u>
Safety Meetings	_____	WCB Reporting	_____
Personal Protective Equip. (Steel toed boots, Flares/ Cones, R. Vests, Hard Hats, Camera)	_____	Training Allowance \$ 75.00	_____
First Aid Kit's	_____	(Will be deducted if employee leaves company within 3 months)	
Copy of Drivers Abstract	_____		
Copy of S.I.N. Card	_____		
Copy of P.D.I.C.	_____		
Copy of Drivers License	_____		
Job Description	_____	Fuel	_____
Road Test	_____	Daily Paperwork Cut off	_____
Ride Along	_____		
List of Company Ph. #rs	_____		
Cash Jobs	_____	Maintenance Checks	_____
Advances & S/C's	_____	(Handout for Vehicle Inspections)	
Purchase Orders	_____		

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Bob's Orientation

PART 2

Facility Tour & Introductions
(Fire Extinguishers/ First Aid Kits) _____

Cell Phones/ Pagers/ Radio _____

Tour Shop & Meet Mechanics _____

Vehicle Breakdown
(Purchase Orders & S/C) _____

Reefer Trailer Training
(Reefer Info. Recorded on forms) _____

Review Trailer Parking
(Loaded / Empty) _____

Reporting of Freight Damages _____

Auto Insurance _____

*** Re-affirm Importance of Vehicle Inspections/ Forms (Trailer Inspections Forms)

Courses Required:

PDIC _____

TDG X

Propane Certificate _____