

APPLICANT CERTIFICATION OF CAPABILITY

Route Sales Driver – Transport Driver

Your Full Name: _____ Today's Date: _____
(Please print)

Instructions:

1. Please read the job information below
2. Complete the questions and certifications that follow.
3. You are NOT ASKED to say if you are disabled or if you need accommodations to do the job.

MINIMUM REQUIREMENTS any applicant must meet:

- Must be able to obtain and maintain a Class B Commercial Driver's License, and comply with DOT requirements accordingly.
- Must be able to understand and comply with the Cyrus O'Leary's Pies Rules of Conduct, Accident Prevention Program, and Substance Abuse Policy.
- Must be able to follow written and verbal instructions.
- Display excellent communication and customer relation skills.
- Must be able to work any shift.
- Must be able to work safely within the guidelines of the Cyrus O'Leary's Pies Accident Prevention Program.
- Must be able to work as a team member within the company philosophy of Cyrus O'Leary's Pies.
- Able to lift 10-50 lbs. frequently, 50-75 lbs. rarely, continuous lifting, handling and placing of 2-30 lbs.
- Must demonstrate safe work behavior and work safely, injury-free.

PREFERRED QUALIFICATIONS Include:

- Display good problem-solving abilities and work accurately, and efficiently.
- Work independently, from a general guide of tasks, duties, and responsibilities.
- Perform heavy manual lifting, pushing, pulling and handling throughout shift.

REQUIRED Physical Abilities and Environmental Exposures:

- Freezers, coolers, ovens, outdoor exposures, food products.

1. Do you meet the MINIMUM requirements above? Yes _____ No _____

2. Are you able to perform other work as described? Yes _____ No _____

If you answered NO, which are you not able to perform?

3. **Certifications:**

I hereby affirm and state that I have read or otherwise become familiar with the Application Procedures, Minimum Requirements, Preferred Qualifications, Required Physical Abilities, Environmental Exposures, and the duties of the above job for which I am applying.

I certify that my answers above are true to the best of my knowledge.

I understand that Cyrus O'Leary's Pies has the right to establish job-related qualification standards including education, skills, work experience, and physical and mental standards necessary for job performance, health and safety, and to hire the best qualified person for the job.

Applicant Signature: _____ **Date:** _____

The EEOC Enforcement Guidance on PreEmployment Inquiries under the ADA expressly permit employers:

To ask if applicants can perform (with or without accommodation) any or all job functions and to describe or demonstrate such ability.

To ask if applicants need any reasonable accommodation to go through the selection process.

To ask for reasonable documentation of disability when considering such accommodation.

To ask whether and what type of reasonable accommodation may be needed to perform essential job functions if the employer reasonable believes accommodation may be needed because of an obvious disability or one disclosed voluntarily by the applicant. --US Equal Employment Opportunity Commission, Oct. 10, 1995

PRE-INTERVIEW SCREENING QUESTIONS
Route Sales Driver – Transport Driver
Cyrus O'Leary's Pies

Name of Applicant: _____

1. Normal workdays are Monday, Tuesday, Thursday, Friday, and Saturday. Days off are split (Wednesday and Sunday). Shifts vary from early morning to late at night, (3am-noon) & (4pm-midnight). Circle One
Do you understand this? YES or NO
2. Holidays are our busiest times of the year, schedule adjustments and longer shifts are likely during holidays.
Does this present a problem for you? YES or NO
3. You are required to acquire and maintain a Class B CDL (commercial driver's license) and comply with all DOT regulations including drug-testing.
Do you understand this? YES or NO
4. We offer the following benefits:
 - 1 week of paid vacation *after* one year of service,
 - 2 weeks *after* 3 years. See plan for more information.
 - 401(k) plan *after* 1 year of service, see plan for details.
 - Medical insurance *after* 3 months.
 - We have no dental insurance at this time.**Do you understand these benefits?** YES or NO
5. Are you physically able to perform the job as described in the Certificate of Capability on the reverse side of this page? YES or NO
6. This job involves manual delivery of pies and associated products and equipment.
Does this present a problem for you? YES or NO
7. Do you have an excellent driving record? YES or NO

List citations, jurisdiction and dates-

List accidents, jurisdictions and dates-

Signature: _____

Date: _____