



# Application for Employment

## SECTION I – GENERAL INFORMATION

Application Date Email address

Name (Last, First, Middle)

Home Address (Street) City State

Zip Code

Home Phone number Mobile Phone Number

The following questions are **requested from all applicants** regardless of the position being applied for:

Title of job being applied for:

Have you filled out an application with this company before: Yes No

If you answered yes, please provide the approximate date of your application

Have you previously been employed by RailPros or RailPros Field Services? Yes No

Are you completing this application based on a referral? Yes No

If yes, name of referring individual or RPFS employee

Are you currently Employed Yes No

If yes, may we contact your present employer? Yes No

If yes, please provide the name and contact number of current employer

If employed, what date would you be available to start?

If hired, can you provide proof of your legal right to live and work in the U.S.? Yes No

Would you be willing and able to perform all the tasks required by the job you are applying for?

Yes No

If no, please explain

If hired, do you have a reliable means of transportation to and from work? Yes No

Do you have a valid driver’s license Yes No

Do you have access to email on a mobile device such as phone or tablet? Yes No



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Have you ever been disciplined or discharged for tardiness or absenteeism?      Yes                      No

Have you been convicted of a felony within the past 7 years?                      Yes                      No

If Yes, please explain:

**SECTION II – FLAGGING / RWIC APPLICANTS PLEASE COMPLETE THE FOLLOWING**

Have you had previous railroad experience?    Yes                      No

If yes, how many years?

Are you currently on furlough or laid off?    Yes                      No

If yes, last date worked

Are you able and willing to travel outside of your home state?                      Yes                      No

If yes, how many miles are you willing to travel for work?

Are you able to be away from home extended amounts of time?                      Yes                      No

Are you willing to be gone for days at a time?    Yes                      No

Are you willing to be gone for weeks at a time?    Yes                      No

Are you willing to be gone for months at a time?    Yes                      No

Please add any comments below regarding limits on travel.

Please list any additional information you would like us to consider in this application.



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### **SECTION III – SPECIAL SKILLS FOR FLAGMAN, RWIC, AND ENGINEERING POSITIONS**

Please put a check mark by the special skills, certifications, and qualifications that you currently have.

#### Railroad Background:

- RWIC Experience
- Transportation
- MOW (track department)
- Signal Department
- Mechanical Department
- Dispatch/Control Operator
- Clerk/Office Staff

#### Certifications or Training:

- GCOR
- USOR
- NORAC
- FRA 213.7
- TWIC

#### Engineering Background:

- Track Inspection
- Track Construction
- Civil Construction
- Bridge Construction

#### Other:



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### SECTION IV – OFFICE AND ADMINISTRATION APPLICANTS

How many total years of professional office experience do you have?

On a scale of 0 to 5, with 1 being minimal knowledge, and 5 being expert, please rate your skills below:

Microsoft Word

Microsoft Excel

Microsoft Publisher

Adobe Acrobat

HRIS

Where did you learn about this position?

### SECTION V – EDUCATION & TRAINING

Please select the highest level of education you have

High School	Yes	No
If yes, do you have a diploma?	Yes	No
Vocational Training	Yes	No
If yes, do you have a certificate of completion?	Yes	No
College/University	Yes	No
If yes, do you have a degree?	Yes	No
If yes, please list degree received		
Graduation/Professional	Yes	No
If yes, do you have a degree?	Yes	No
If yes, please list degree received		

Please list any specialized training, apprenticeship, skills, and/or extra-curricular activities relevant to your application not listed above



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## SECTION VI – PROFESSIONAL REFERENCES

Please list 2 professional references:

Name	Telephone
Email	Relationship

Name	Telephone
Email	Relationship

## SECTION VII – EMPLOYMENT HISTORY

Start with your present or most recent job. (You must include this even if you provide a resume.)

1. Employer	Dates Employed	to	
Address			
Phone number			
Starting Rate of Pay	Per	Hour	Year
Ending Rate of Pay			
Supervisor	Position		
Work Performed			
Reason for Leaving			

2. Employer	Dates Employed	to	
Address			
Phone number			
Starting Rate of Pay	Per	Hour	Year
Ending Rate of Pay			
Supervisor	Position		
Work Performed			
Reason for Leaving			



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### SECTION VII EMPLOYMENT HISTORY (CONTINUED)

3. Employer	Dates Employed		to	
Address				
Phone number				
Starting Rate of Pay	Per	Hour		Year
Ending Rate of Pay				
Supervisor	Position			
Work Performed				
Reason for Leaving				

4. Employer	Dates Employed		to	
Address				
Phone number				
Starting Rate of Pay	Per	Hour		Year
Ending Rate of Pay				
Supervisor	Position			
Work Performed				
Reason for Leaving				

### SECTION VIII – APPLICANT’S STATEMENT

Please read the following acknowledgements carefully and initial to indicate your agreement with each statement.

I certify that answers given herein are true and complete to the best of my knowledge. I 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 certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on the application or on any document used to secure employment shall be ground for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.



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### **SECTION VIII – APPLICANT’S STATEMENT (CONTINUED)**

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I authorize **RAILPROS FIELD SERVICES, INC. (RPFS)** to thoroughly investigate my references, work record, education and other matters related to my suitability for employment and, further authorize the references I have listed to disclose to the company any and all letters, reports and other information related to my work records, without giving me prior notice of such disclosure. In addition I hereby release the Company, my former employers and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosure.

I understand that neither this document nor any offer of employment from the employer constitutes an employment contract unless a specific document to that effect is executed by the employer and me in writing. 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 me 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 at-will, with or without prior notice, at the option of either myself or the Company and 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.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

I authorize that RailPros Field Services, Inc. may request that you have a drug/alcohol test done at any time and that the results be send to the company headquarters in Grapevine, TX.

I acknowledge that RailPros Field Services, Inc. may run a background check on me. I further authorize RailPros Field Services, Inc. to use my original background consent in the event a client needs to run an additional screen after I have accepted an offer of employment.

I acknowledge that if I accept a flagger (RWIC) position, I need to obtain and keep current Railroad Rules cards from the railroad for which I intend to flag or inspect for.

I acknowledge that my initials on this application whether submitted manually or electronically will substitute as my signature and represent a signed application for employment.