

THIS PRE-EMPLOYMENT CHECKLIST BELONGS TO:



PRE-EMPLOYMENT CHECKLIST

SUBMISSION OF DRIVER'S LICENSE
AND SOCIAL SECURITY NUMBER

REGISTERED FOR PHYSICAL
AND DRUG TEST

DATE:

TIME:

EQUAL OPPORTUNITY EMPLOYER

JOB PURPOSES

APPLICATION

EMPLOYEE REFERENCE REQUEST

DOT REFERENCE REQUEST





GG Distributing, LLC

Wholesale Beverage Distributor

APPLICANT INSTRUCTIONS

Thank you for your interest in employment with GG Distributing Company. We appreciate your application. This sheet is for your information.

Please complete the attached application and authorization for release of information forms. Please print all information so it may easily be read. Be certain all forms are completely filled out and signed. Incomplete applications will not be considered. Use abbreviation "N/A" if a particular provision or section of the form is not applicable to you.

If you are in need of any type of assistance in completing this application, please let management know immediately.

Your application will remain in our active files for a period of six (6) months. Should an appropriate opening occur, your application will be reviewed along with others. It is not necessary for you to contact this office regarding any job openings after you have completed your application. If you are among the most qualified applicants for a position, an interview will be arranged.

Employment decisions are made solely on the basis of qualifications to perform the work for which you are applying. Qualifications include education, training, and work experience. Credentials and experience will be verified through schools, former employers and any licensing / certification agencies, if applicable.

As an Equal Opportunity Employer, decisions to hire and promote are made without regard to race, color, creed, national origin, sex, physical or mental disability (unrelated to the job), or age (as defined by law).

We appreciate your interest,

GG Distributing Administration



GG Distributing, LLC

Wholesale Beverage Distributor

Job Purposes

Thank you for applying to GG Distributing. We pride ourselves in the opportunities we have for you. Please take a moment to look at the purposes for each job available at the entry-level position here at GG and consider which job might best utilize your talents.

Account Sales Manager	Performs sales activities in assigned territory to include case sales, distribution, shelf, cold box, pricing, display and promotional programs as planned.
Delivery Assistant	Assist the delivery driver in delivering product to licensed retail accounts
Custom Sign Merchandiser	Produce custom signs and POS including logos, display price signs and cooler window point of purchase pricing of which the quality ensures customers recognize GG Distributing as a preferred supplier and positively influences consumer point of purchase decision
Line Cleaner/ Merchandiser	Provides draft line cleaning service to all GG draft accounts on a regularly scheduled basis. Also performs merchandising service in other retail accounts as needed and directed.
Administrative Assistant	Provides administrative support to the management team and is first point of contact at GG Distributing to customers via phone or in person at the office.
Inventory/ Co-op Analyst	Ensure the ongoing accuracy of inventories between branch operations, suppliers, finance, re-packers, sales and delivery
Warehouse Assistant	Assist the Warehouse Manager as directed in the operation, organization and maintenance of the warehouse

If you want to know more about our company, visit www.ggdistributing.com.



GG Distributing, LLC

**Wholesale Beverage Distributor
APPLICATION FOR EMPLOYMENT**

(answer all questions – please print legibly.)

In compliance with Federal and State equal employment opportunity laws, qualified applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital status, or the presence of non-job related medical condition or handicap.

Date of application _____

Position(s) Applied for 1st _____ 2nd _____ 3rd _____

Name _____
Last First Middle

Social Security No. _____

Email address _____

Current address _____
Street City, State, Zip

Phone No. _____

Do you have a legal right to work in the United States? _____

In case of emergency, notify _____
Name Phone No.

U.S. Veteran: Yes _____ No _____ Date of Service: From _____ To _____

Have you worked for this company before? _____ Where? _____

Dates: From _____ To _____ Rate of Pay _____ Position _____

Reason for Leaving _____

Are you now employed? _____ Rate of pay expected _____

Do you have your own reliable transportation? Yes _____ No _____

Do you have responsibilities that would limit your availability to work? Yes _____ No _____

If yes, please explain: _____



GG Distributing, LLC

Wholesale Beverage Distributor EMPLOYMENT HISTORY

All driver applicants to drive in interstate commerce must provide the following information on all employers during the preceding 3 years. Applicants to drive a commercial motor vehicle in interstate commerce shall also provide an additional 7 years information on those employers for whom the applicant operated such vehicle.

(Note: List employers in reverse order starting with the most recent)

CURRENT OR MOST RECENT EMPLOYER:	
COMPANY NAME:	PHONE:
ADDRESS:	CITY, STATE:
POSITION/JOB DUTIES:	
FROM: _____ / _____	TO: _____ / _____
RATE OF PAY:	
SUPERVISOR:	PHONE:
REASON FOR LEAVING:	
NEXT PREVIOUS EMPLOYER:	
COMPANY NAME:	PHONE:
ADDRESS:	CITY, STATE:
POSITION/JOB DUTIES:	
FROM: _____ / _____	TO: _____ / _____
RATE OF PAY:	
SUPERVISOR:	PHONE:
REASON FOR LEAVING:	
NEXT PREVIOUS EMPLOYER:	
COMPANY NAME:	PHONE:
ADDRESS:	CITY, STATE:
POSITION/JOB DUTIES:	
FROM: _____ / _____	TO: _____ / _____
RATE OF PAY:	
SUPERVISOR:	PHONE:
REASON FOR LEAVING:	



GG Distributing, LLC

**Wholesale Beverage Distributor
EDUCATION**

CIRCLE HIGHEST GRADE COMPLETED: 1 2 3 4 5 6 7 8 HIGH SCHOOL: 1 2 3 4
COLLEGE: 1 2 3 4

Last School Attended _____

Did you graduate? _____ Date of graduation: _____

**EXPERIENCE AND QUALIFICATIONS – DRIVER
DRIVER LICENSES**

STATE	LICENSE NO.	TYPE	EXPIRATION DATE

A. Have you ever been denied a license, permit or privilege to operate a motor vehicle?

Yes _____ No _____

B. Has any license, permit or privilege ever been suspended or revoked?

Yes _____ No _____

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH STATEMENT GIVING DETAILS

DRIVING EXPERIENCE

Class of Equipment	Type of Equipment (van, tank, flat, etc.)	Date From	Date To	Approx. No. of Miles (total)

List states operated in last five years

Show special courses or training that you have completed and will help you as a driver:

Which safe driving awards do you hold and from which employer?

**EXPERIENCE AND QUALIFICATIONS – WAREHOUSE
FORKLIFT AND OTHER EQUIPMENT**

Years of Experience	Model	Type	Employer



GG Distributing, LLC

Wholesale Beverage Distributor

EXPERIENCE AND QUALIFICATIONS

CLERICAL AND PROFESSIONAL

YEARS OF EXPERIENCE	MODEL	SOFTWARE	EMPLOYER

Typing Speed _____ wpm

Multi-Line Phone? How many lines? _____

10 Key by touch? Special Trainings:

EXPERIENCE AND QUALIFICATIONS – OTHER

Show any trucking, transportation experience that may help in your work for this company

List courses and training other than those shown elsewhere in this application

List special equipment or technical materials you can work with (other than those already shown).

REFERENCES

NAME	ADDRESS	PHONE	YEARS KNOWN



GG Distributing, LLC

Wholesale Beverage Distributor

Please complete the following without the use of a calculator.
MULTIPLYING MONEY

$$\begin{array}{r} 1. \quad \$46.89 \\ \times \quad 2 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \quad \$1.49 \\ \times \quad 3 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \quad \$9.99 \\ \times \quad 7 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \quad \$21.06 \\ \times \quad 5 \\ \hline \end{array}$$

SUBTRACTING MONEY

$$\begin{array}{r} 1. \quad \$ 4.98 \\ \quad \quad -1.39 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \quad \$1.00 \\ \quad \quad -0.49 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \quad \$405.97 \\ \quad \quad -6.42 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \quad \$29.98 \\ \quad \quad -8.99 \\ \hline \end{array}$$

ADDING MONEY

$$\begin{array}{r} 1. \quad \$49.89 \\ \quad \quad +1.75 \\ \hline \end{array}$$

$$\begin{array}{r} 2. \quad \$300.05 \\ \quad \quad +10.02 \\ \hline \end{array}$$

$$\begin{array}{r} 3. \quad \$89.07 \\ \quad \quad +3.45 \\ \hline \end{array}$$

$$\begin{array}{r} 4. \quad \$75.99 \\ \quad \quad +23.49 \\ \hline \end{array}$$

PERSONAL INFORMATION

What attracts you to this job (circle all answers that apply):

Pay

Size of Company

Products Sold

Benefits

Friends work here

Need a job

Close to home

Secure Company

Nice place to work

Company Reputation

Hours

A place to get ahead

Type of Work

Working Outside

Similar work experience

Getting this job is important to me right now because:



GG Distributing, LLC

Wholesale Beverage Distributor

The following questions are provided to help insure that you will be as successful in the job you are applying for as possible. We know from experience that the people best suited to the job are the ones who will be the most successful. There are no right or wrong answers to these questions. Just circle the letter beside the answer in each question that describes you the best. There is no limit to this test but the more quickly you answer it, the more likely you are to give the answer that is most like you. Your initial reactions are usually the best ones.

1. When you are given information, do you prefer it to be:

- A. Direct and to the point
- B. Made nice
- C. It doesn't matter

2. Money

- A. Is very important to me
- B. Drives me harder than most people
- C. Is not as important as other things in a job

3. In regards to respect, which statement best fits you?:

- A. Respect people in authority automatically
- B. They have to earn my respect
- C. Respect them initially but they can lose my respect if they don't measure up

4. When making decisions about your life, do you make them:

- A. Quickly
- B. Slowly

5. When making decisions on the job, do you make them:

- A. Quickly
- B. Slowly

6. Which is more important

- A. Getting the job done
- B. Working right up to quitting time
- C. Working as fast as possible



GG Distributing, LLC

Wholesale Beverage Distributor

7. Which three of the following do you think are the most important in a job:

- | | | |
|------------|----------|---------------------------|
| speed | attitude | being on time |
| quality | neatness | respect authority |
| appearance | accuracy | getting along with people |

8. I learn best by

- A. Explanation
- B. Doing it myself
- C. Understanding why things are done a certain way

9. I am willing to work:

- A. As hard as I have to
- B. Harder than most people
- C. Until the job is finished

10. When I finish something, I know if I have done a good job by:

- A. What other people say
- B. How well others have done it
- C. What I did compared to the last time I did it

11. Honesty is defined by:

- A. Rules
- B. Circumstances
- C. My conscience

12. In a situation that I don't know the rules for, I:

- A. Wing it
- B. Ask for help
- C. Figure it out



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13. I see myself as:

- A. Neat and orderly
- B. Fairly well organized
- C. One who can find things when I have to

14. I like to work:

- A. As part of a team
- B. Alone
- C. With a partner

15. I like a company

- A. Where there are lots of rules
- B. Where there are very few rules
- C. Where results are more important

TO BE READ AND SIGNED BY APPLICANT

This certifies that I completed this application, and that all entries on it and information in it are true and complete to the best of my knowledge. I authorize you to make such investigations and inquiries of my personal, employment, financial or medical history and other related matters as may be necessary in arriving at an employment decision. I hereby release employers, schools or persons from all liability in responding to inquiries in connections with my application. 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 Company, as permitted by law.

Applicant's Signature

Date

Thank you for taking the time to fill out this questionnaire. The success of people who work at GG Distributing is important to us. We are careful about the people we hire and we encourage you to carefully consider how a job here would fit into your life before you accept employment with us.



GG Distributing, LLC

Wholesale Beverage Distributor

To: _____ Date: _____

Social Security Number: _____

_____ has made application to this company for a position as a delivery driver and states that he/she was

Employed by you as _____ from _____ to _____. Will you please reply to the inquiry below respecting this applicant. Your reply will be held in strict confidence and will in no way involve you in any responsibility. For your convenience in replying by return mail we have enclosed a stamped self-addressed envelope.

Sincerely,

Safety Department

1. Is the employment record with your company correct as stated above? _____
2. What kind(s) of work did the applicant do? _____
3. Did the applicant drive motor vehicles for you? Passenger car _____ Straight Truck _____ Bus _____ Tractor-semi trailer _____ Other _____
4. Was the applicant a safe and efficient driver? _____
5. Give the dates of vehicle accidents in which he/she was involved. _____
6. Reason for leaving: Discharged _____ Laid off _____ Resigned _____ Remarks _____
7. Was the applicant's general conduct satisfactory? _____
8. Is the applicant competent for the position sought: ? _____
9. Did the applicant drink any alcoholic beverages while on duty? _____

	Excellent	Good	Fair	Poor	Very Poor
Quality of work	_____	_____	_____	_____	_____
Cooperation with others	_____	_____	_____	_____	_____
Safety habits	_____	_____	_____	_____	_____
Personal habits	_____	_____	_____	_____	_____
Driving skills	_____	_____	_____	_____	_____
Attitude	_____	_____	_____	_____	_____

Remarks: _____

Date: _____ Signature _____ Title _____

Name of company _____

Attached is an authorization to release information signed by the applicant. Please remove and retain for your records.

Attached is an authorization to release information signed by the applicant. Please remove and retain for your records.

REQUEST/CONSENT FOR INFORMATION FROM PREVIOUS EMPLOYER ON ALCOHOL & CONTROLLED SUBSTANCES TESTING

SECTION 1: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

I, (Print Name) _____
 First, M.I., Last _____ Social Security Number _____
 hereby authorize that:
 Previous Employer: _____
 Street: _____ Telephone: _____
 City, State, Zip: _____ Fax No: _____
 may release and forward information requested by section 2 (below) of this document concerning my Alcohol and Controlled Substances Testing records to:
 Prospective Employer: _____
 Attention: _____
 Street: _____ Telephone: _____
 City, State, Zip: _____ Fax No: _____

Applicant Signature

Date

This is in compliance with §382.405(f) and (h), which state:

(f) Records shall be made available to a subsequent employer upon receipt of a written request from a driver. Disclosure by that subsequent employer is permitted only as expressly authorized by the terms of the driver's request.

(h) An employer shall release information regarding driver's records as directed by the specific, written consent of the driver authorizing release of the information to an identified person. Release of such information by the person receiving the information is permitted only in accordance with the terms of the employee's consent.

§382.413(a)(b)(c)(e)(f) further state:

(a) An employer may obtain, pursuant to a driver's written consent, any of the information concerning the driver which is maintained under this part by the driver's previous employers.

(b) An employer shall obtain, pursuant to a driver's consent, information

on the driver's alcohol tests with a concentration result of 0.04 or greater, positive controlled substances test results, and refusals to be tested, within the preceding two years, which are maintained by the driver's previous employers under §382.401(b)(1)(i) through (m).

(c) The information in paragraph (b) of this section must be obtained and reviewed by the employer no later than 14 calendar days after the first time a driver performs safety-sensitive functions for an employer.

(e) The prospective employer must provide to each of the driver's employers within the two preceding years the driver's specific written authorization for release of the information in paragraph (b).

(f) The release of any information under this part may take the form of personal interviews, telephone interviews, letters, or any other method of obtaining information that ensures confidentiality. Each employer must maintain a written, confidential record with respect to each past employer contacted.

SECTION 2: TO BE COMPLETED BY PREVIOUS EMPLOYER

COMPLETE THIS SECTION AS IT PERTAINS TO PART 382. SEE SEC. 382.413(b), ABOVE.

- | | YES | NO |
|--|--------------------------|--------------------------|
| 1. Has this person ever tested positive for a controlled substance in the last two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has this person ever had an alcohol test with a Breath Alcohol Concentration 0.04 or greater in the last two years? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Has this person ever refused a required test for drugs or alcohol in the last two years? | <input type="checkbox"/> | <input type="checkbox"/> |

If YES to any of the above questions, please give the SAP's (Substance Abuse Professional) name, address and phone number for further reference.

Name: _____
 Street: _____
 City, State, Zip: _____ Telephone: _____
 Section 2 Completed by (Signature): _____ Date: _____

SECTION 3: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

This form was (check one) Faxed to previous employer. Mailed. Date: _____
 Complete below when information is obtained.
 Information received from: _____
 Recorded by: _____ Method: Fax Mail Phone
 Date: _____ Personal Interview

PREVIOUS EMPLOYER
 COMPLETE AND RETURN TO PROSPECTIVE EMPLOYER



GG Distributing, LLC

Wholesale Beverage Distributor PROCESS RECORD- To be filled out by employer.

APPLICANT NAME: _____ APPLICANT HIRED _____ REJECTED _____

POSITION: _____ DEPARTMENT: _____

SALARY: _____ DATE EMPLOYED: _____

(IF REJECTED, SUMMARY REPORT OF REASON SHOULD BE PLACED IN FILE)

THIS SECTION TO BE FILLED IN BY RESPONSIBLE
OFFICER OR COMPANY REPRESENTATIVE

Record on File

	BELOW AVG	POOR	FAIR	GOOD	SUPERIOR	WRITTEN INFO ON FILE?
APPLICATION						
PAST EMPLOYMENT						
WRITTEN EXAM						
ROAD TEST						
POLICE AND TRAFFIC RECORD						

Signature of Interviewing Officer: _____

Printed Name of Interviewing Officer: _____

TERMINATION OF EMPLOYMENT

Date Terminated:	Department Released from:	
Dismissed:	Voluntary Quit:	Other:
Termination Report Placed in File?		
Supervisor:		