



Corporate Office: 432 Estudillo Avenue, San Leandro, Ca. 94577  
Division 25

Phone: (510) 346-6100  
Fax (510)346-9938

PLEASE READ CAREFULLY BEFORE COMPLETING THIS APPLICATION: (PLEASE PRINT)

PCC Logistics is an Equal Opportunity Employer. PCC does not discriminate in hiring or employment on the basis of race, color, religious creed, national origin, sex, ancestry, or sexual orientation, as defined by law, age, as defined by law, disability, or genetic information, military status, or any other protected class.

No information obtained through this Employment Application will be used for discriminatory purposes. The receipt by PCC of this Employment Application indicates only that it will be considered, and does not imply an offer of employment by PCC.

NAME \_\_\_\_\_ DATE \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

SOC. SEC. NO. \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_  
NUMBER/STREET CITY STATE ZIP

HOME PHONE NO ( ) WORK PHONE NO ( )  
Area Code Area Code

ARE YOU AGE 18 OR OVER?  YES  NO ARE YOU LEGALLY ABLE TO WORK IN THIS COUNTRY?  Yes  No

PRESENTLY EMPLOYED?  YES  NO DO YOU POSSESS A VALID DRIVERS LICENSE?  Yes  No

POSITION OR TYPE OF EMPLOYMENT DESIRED \_\_\_\_\_

AVAILABLE FOR  FULL TIME  PART TIME  SHIFT WORK  TEMPORARY WAGE DESIRED \_\_\_\_\_

DATE AVAILABLE \_\_\_\_\_

HAVE YOU EVER BEEN EMPLOYED BY OR APPLIED FOR EMPLOYMENT WITH THIS COMPANY?  YES  NO IF YES INDICATE LOCATION WHERE EMPLOYED

AND DATES OF EMPLOYMENT OR LOCATION AND DATE OF APPLICATION \_\_\_\_\_

INDICATE HOW YOU LEARNED OF THIS OPENING, PLEASE CHECK ONE:

SELF REFERRAL  ADVERTISEMENT  EMPLOYEE REFERRAL (NAME OF EMPLOYEE) \_\_\_\_\_

HAVE YOU BEEN CONVICTED OF A CRIME WITHIN THE LAST 7 YEARS OR RELEASED FROM PRISON FOR A FELONY WITHIN THE LAST 7 YEARS?

(Conviction of a crime not an automatic bar to employment, all circumstances will be considered.)

YES  NO IF YES, PLEASE EXPLAIN \_\_\_\_\_

### EDUCATION

UNDER WHAT NAME(S) WILL YOUR SCHOOL OR COLLEGE TRANSCRIPTS BE LISTED?

TYPE OF SCHOOL	SCHOOL NAME AND ADDRESS	MAJOR SUBJECT	CIRCLE LAST YR. COMPLETED	IF GRADUATED, GIVE DEGREE
HIGH SCHOOL			1 2 3 4	
COLLEGE			1 2 3 4	
GRAD SCHOOL			1 2 3 4	
OTHER			1 2 3 4	

Types of computers, softwares, and other equipment you are qualified to operate:

Professional licenses, certifications or registrations:

ADDITIONAL SKILLS AND QUALIFICATIONS:

**LIST YOUR EMPLOYERS FROM THE LAST 10 YEARS**

	PRESENT OR LAST EMPLOYER NAME	NEXT TO LAST EMPLOYER	SECOND FROM LAST EMPLOYER	THIRD FROM LAST EMPLOYER
NAME				
ADDRESS				
PHONE NO. W/ AREA CODE				
TYPE OF WORK/JOB				
TITLE				
START DATE				
END DATE				
WAGE START/ LAST				
NAME OF SUPERVISOR				
REASON FOR LEAVING	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____

PLEASE USE ADDITIONAL SHEETS IF NECESSARY. YOU MAY ALSO BE ASKED TO PROVIDE ADDITIONAL WORK HISTORY.

**REFERENCES**

PROVIDE FOUR REFERENCES

REFERENCE NAME				
RELATION				
POSITION				
PHONE NO. W/AREA				
YEAR(S)/MO. KNOWN	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____	May we Contact: YES _____ NO _____

**PLEASE READ CAREFULLY**

Read carefully the following statement and agreement before signing the application.

1. I certify that the information contained in this application is correct to the best of my knowledge and that any material misrepresentation(s) and/or omission(s) on this application or in any written or oral statement used to secure my employment is/are grounds for dismissal from employment, if I am hired or rejection of my application for employment, regardless of the time elapsed before discovery.

2. I authorize PCC Logistics to investigate my references and other information about me, and I authorize my former employers and any other persons and/or organizations to provide any accurate information they have about my background. I release PCC Logistics and all other persons and entities from any claim arising out of the investigation or disclosure.

I waive my right to receive a copy of any public records that otherwise I would have a right to receive under California law if such records are obtained PCC Logistics directly without using an outside agency.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE OF SIGNING



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## **Notice to Applicant & New Employees**

### **E-Verify Program**

The Immigration Reform and Control Act (IRCA) of 1986 require all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. This employment eligibility is verified by completing an Employment Eligibility Verification form (Form I-9) once the applicant is hired.

PCC Logistics participates in E-Verify, a pilot program with the Department of Homeland Security (DHS) and the Social Security Administration to verify your name, date of birth, Social Security number, and citizenship or immigration status to ensure that you're authorized to work in the United States.

E-Verify also allows the employer to verify that the photograph appearing in the DHS-issued employment authorization document or lawful permanent resident card you presented when completing the DHS Form I-9 matches the photograph appearing in DHS's records.

If you receive a Tentative Nonconfirmation letter you will have two options to resolve the Tentative Nonconfirmation. This initial determination by your employer does not mean that you are not work authorized or that the document you presented to complete the Form I-9 is fraudulent. However, it does mean that if you choose not to contest this decision, your employer must terminate your employment. If you choose to contest the decision, DHS will review its records and make a final determination concerning whether or not you are authorized to work in the United States.

### **The two options for resolving your tentative nonconfirmation.**

You may Contest your employer's initial decision regarding the validity of your document, or you may choose to Not Contest the decision.

If you Contest the initial decision made by your employer regarding the validity of your documentation, your employer will refer your case and its accompanying documentation to DHS, and provide you with a referral notice that will tell you how to contact the DHS. You may provide additional information or documents to DHS that will assist it in its determination of your employment eligibility. Your employer may not terminate your employment or take adverse action against you because you have chosen to contest its initial decision or because of your employment eligibility status unless DHS concludes that you are not authorized to work or that the document you presented to complete the Form I-9 is fraudulent.

If you do Not Contest the decision, you are making a choice voluntarily to give up your opportunity to contest your employer's decision, and your employer must terminate you immediately as an individual who is not authorized to work in the United States.

## **Know Your Rights**

### **Employers may not use E-Verify or the new photographic comparison tool:**

- a. To prescreen job applicants. The program may be used only for employees who have been offered a job and who have completed the Form I-9.
- b. To screen existing employees. The program may be used only for new employees; it may not be used for existing employees.
- c. To reverify employment eligibility. The program may be used only upon initial hire; it may not be used when reverifying the employment eligibility of a current employee whose employment authorization document has expired.
- d. To request that new employees present DHS-issued documentation.
  1. Upon hire, when completing the Form I-9, employees may choose what documentation to present to their employers, including a driver's license and unrestricted Social Security card.
    - i. Employers may not limit the choice of documentation employees may present to establish employment authorization.
    - ii. Employers may not require employees to produce a DHS-issued document for purposes of using the photographic screening tool.
- e. To reject DHS-issued documentation produced upon hire because such documentation does not support the use of the photographic screening tool.

(Note that "older" documentation may not support photographic screening via EEVP and newer documentation may not yet be uploaded and accessible.)

Employees who have questions about unfair employment verification practices, national origin or citizenship/immigration status discrimination, or immigration-related unfair employment practices, may contact the Office for Special Counsel for Immigration Related Unfair Employment Practices, Civil Rights Division, US Department of Justice at 1-800-255-7688 (toll free) or (TDD No.).

Employees who have questions about E-Verify, photograph screening tool, or other general verification questions, may contact the Verification Division, Citizenship and Immigration Services, U.S. Department of Homeland Security at 1-888-464-4218 (toll free) or (TDD No.).

**PCC Logistics Inc. Human Resources Department**

*Please include this Acknowledgement Form with your Employment Application*

**E-VERIFY ACKNOWLEDGEMENT FORM**

**Name of Employer: PCC Logistics Inc.**

I certify that I have received the E-Verify Program Notice and My Rights as an applicant and/or employee.

\_\_\_\_\_  
Signature of Applicant/Employee:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Date: