

Riverport Railroad, LLC.

APPLICATION FOR EMPLOYMENT

Please print or type all information except signature.

Riverport Railroad (Riverport) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief or disability.

Federal law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identity within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate employment termination.

GENERAL INFORMATION

Date _____

Position(s) Applied For _____

Referral Source Newspaper Friend Relative Recruiter or Agency Employee _____
 Internet Search College or University Walk-in Other _____

Name _____
Last First Middle

Address _____
Number Street City State Zip

Home Telephone (____) _____

Cell Phone (____) _____ Social Security Number _____

Are you 18 years of age or older? Yes No

Have you ever filed an application here before? Yes No If yes, give date _____

Have you ever been employed here before? Yes No If yes, give date _____

Are you currently employed? Yes No

If yes, may we contact your employer? Yes No

Are you a United States citizen? Yes No If no, do you have a valid work permit? Yes No
(Proof of citizenship or immigration status may be required upon employment)

Employment desired: Full-Time Part-Time # of Hours Per Week _____

Salary Desired: \$ _____ per _____ (specify hour, week or year)

Can you work overtime? Yes No

Could you travel if required by this position? Yes _____ % of Time No

When are you available for work? _____

Are you on a lay-off and subject to recall? Yes No

DRIVER'S LICENSE (Only for positions which require driving)

Do you have a driver's license? Yes No

Driver's license number _____ State of issue _____ Operator Commercial (CDL) Chauffeur

Expiration date _____

Have you had any accidents during the past three years? Yes No How many? _____

Have you had any moving violations during the past three years Yes No How many? _____

MILITARY

Are you a veteran of the United States military service? Yes No If yes, what branch? _____

If yes, Date Entered _____ Date Discharged _____

If yes, please describe any special skills or training acquired while in the service:

EDUCATION

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
GED			Completed ___ Yes ___ No	N/A
College				
Graduate School				
Bus. or Trade School				
Professional School				
Special Honors				

COMPUTER SKILLS (Only for positions which require computer skills)

Check off those computer skills with which you are proficient (any version).

- PC User Macintosh User Windows Microsoft Word Microsoft Access
 Microsoft Excel Microsoft Publisher Web Page Design/
 Maintenance E-mail Internet
 Other. Please list _____

OTHER SPECIAL SKILLS

Please list other special skills you may have, e.g., fluency in other languages, licenses, certificates earned or in progress, special training required for the position for which you are applying, etc.

PROFESSIONAL REFERENCES

Please list two professional references that are not relatives.

Name _____	Name _____
Position _____	Position _____
Company _____	Company _____
Address _____	Address _____
Professional Relationship _____	Professional Relationship _____
Telephone (____) _____	Telephone (____) _____

WORK EXPERIENCE

Please list your work experience beginning with your **most recent** job. If you were self-employed, give firm name. Attach additional sheets if necessary. Exclude organization names which indicate race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, or disability.

Most Recent Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

Employer	Dates Employed From: To:	Work Performed
Address	Supervisor	
Job Title	Reason for Leaving	

The following information is required by law enforcement agencies and other entities for identification purposes when checking records. It is confidential and will not be used for any other purpose:

Please Print Clearly:

Print Full Name: _____ Sex: Male _____ Female _____

Print other names you have used: _____ Dates used: _____

Date of Birth (mm/dd/yy): _____ Social Security #: _____

Current Driver's License #: _____ Issuing State: _____

Other Drivers License #s: _____ Issuing State: _____
(list last 7 years only)

Home Addresses (for the last 7 years, list most current first -- use back for more space):

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Street: _____ City: _____ State: _____

Zip: _____ County: _____

From - To Dates: _____ - _____

Check here if there are addresses listed on back _____

WAIVERS AND DISCLOSURES

Please read each section carefully and sign/initial where indicated.

AT-WILL EMPLOYMENT

It is my understanding that this employment application, or the granting of an oral interview, does not represent a contract of employment or a promise of future benefits by this organization. I understand and agree that, if hired, my employment will be at-will in nature and may be terminated, with or without cause, at any time, by either myself or my employer. I also understand that this written statement supersedes any and all oral representations made by agents or representatives of this organization. ____ Initial

SATISFACTORY DOCUMENTATION

I understand I must provide satisfactory documents to establish my identity and right to work in the United States, if I am offered a position with Riverport, and that failure to provide this evidence will result in the termination of my employment. ____ Initial

CERTIFICATION OF TRUTH AND ACCURACY

I certify that the information in this application is true, complete and correct. I understand that false answers, statements, or significant omissions made by me on this form shall be sufficient cause for denial of employment or discharge. ____ Initial

NOTIFICATION AND AUTHORIZATION TO REQUIRE A MEDICAL EXAMINATION

I hereby certify that, if hired, I will disclose any limitations I have that may impact my ability to do the job. I understand that I may also be required to undergo a pre-employment or post-employment medical exam by Riverport Railroads designated health practitioner. ____ Initial

NOTIFICATION AND AUTHORIZATION TO CONDUCT BACKGROUND INVESTIGATION

I understand that I may be subject to a background check, and hereby authorize Riverport Railroad, to investigate my background to determine any and all information of concern as to my record, whether same is of record or not, and I release any individual, company, business institution or government agency from all liability for any damages on account of his/her furnishing said information to Riverport Railroad. I also agree to release and hold harmless Riverport Railroad from all liability with respect to the receipt of such information. ____ Initial

Additionally, you are hereby authorized to make any investigation of my personal history, educational background, military record, motor vehicle records, criminal records, civil records, prior drug and alcohol testing, work history and claims involving me in the files of insurance companies from previous employers, and credit history through an investigative, or credit agency or bureau of your choice. I understand that these reports will include information as to my character, work habits, performance, education, and experience along with reasons for termination of employment from previous employers. I authorize the release of this information by the appropriate agencies and previous employers to the investigating service and/or Riverport Railroad. This authorization, in original or copy form, shall be valid for this and for any future reports and updates that may be required. ____ Initial

I understand that passing the background check is a condition of employment. A negative background check can be grounds for dismissal, even if an offer has been made to me and I have been hired. ____ Initial

PLEASE SIGN HERE: _____ **Date** _____

Thank you for applying to Riverport Railroad.

Riverport Railroad LLC

PRE-EMPLOYMENT QUESTIONNAIRE

DATE: _____ NAME: _____

POSITION APPLIED FOR: _____

Can you perform the following essential functions of this job?

1: Operate hand-held manual tools, hydraulic-driven tools, and electric-powered tools? Ability to operate hand-held radios?

Circle one: YES NO What accommodations are necessary:

2: Ability to regularly lift and move in excess of 60 pounds?

Circle one: YES NO What accommodations are necessary:

3: Ability to regularly traverse uneven and rocky terrain?

Circle one: YES NO What accommodations are necessary:

4: Ability to read and take measurements?

Circle one: YES NO What accommodations are necessary:

5: Ability to verbally communicate instructions?

Circle one: YES NO What accommodations are necessary:

6: Ability to climb over rails?

Circle one: YES NO What accommodations are necessary:

7: Ability to throw track switches?

Circle one: YES NO What accommodations are necessary:

8: Ability to work in all weather conditions (rain, snow, heat and cold)?

Circle one: YES NO What accommodations are necessary:

9: Ability to follow verbal instructions?

Circle one: YES NO What accommodations are necessary:

10: Ability to swing heavy hammers?

Circle one: YES NO What accommodations are necessary:

All statements given on this Questionnaire are true and correct to the best of my knowledge and belief.

Signature: _____ Date: _____

AT-WILL JOB DESCRIPTION

Job Title - Railroad Personnel

Date of Job Description – January 18, 2018

Job Summary - Railroad track maintenance, track tie removal and replacement, rail replacement, maintaining and adjusting switches, activities involved in switching railcars. The list of essential functions is not exhaustive and may be added to by the Company at its discretion. Employees are expected to perform all duties and functions to which they are assigned.

Requirements to Perform Duties of Job -

1. Operate hand-held manual tools, hydraulic-driven tools, and electric-powered tools. Ability to operate hand-held radios.
2. Lifting - Ability to lift and move in excess of 60 pounds
3. Licensing - A valid driver's license
4. Ability to regularly lift and move in excess of 60 pounds
5. Ability to regularly traverse uneven and rocky terrain
6. Ability to read and make measurements
7. Ability to verbally communicate instructions
8. Ability to climb over railcars
9. Ability to throw track switches
10. Ability to follow Railroad Safety Rules and Guidelines
11. Ability to work in all weather conditions (rain, snow, heat, and cold)
12. Ability to follow verbal instructions
13. Ability to swing heavy hammers

Essential Functions -

1. Operate hand-held manual tools, hydraulic-powered tools, gas-operated tools, and electric-powered tools
2. Operate hand-held radios
3. Perform basic equipment maintenance
4. Regularly lift and move in excess of 60 pounds
5. Regularly traverse uneven and rocky terrain
6. Read and make measurements
7. Verbally communicate instructions
8. Climb over railcars
9. Throw track switches
10. Follow Railroad Safety Rules and Guidelines
11. Work in all weather conditions (rain, snow, heat, and cold)
12. Follow verbal instructions
13. Swing heavy hammers

Specialized Functions -

1. Ability to operate heavy equipment
2. Ability to perform various forms of welding

Marginal Functions -

1. Ability to perform building maintenance and repairs
2. Ability to perform janitorial work

Job Description Approved by Amiee Martelle

Signature/Title

President and CEO

Date January 18, 2018

RIVERPORT RAILROAD, LLC (RVPR) RESERVES THE RIGHT TO MODIFY, INTERPRET OR APPLY THIS JOB DESCRIPTION AS APPROPRIATE IN ITS BUSINESS JUDGMENT. THIS JOBDESCRIPTION DOES NOT MEAN THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. EMPLOYEES WILL BE REQUIRED TO PERFORM ANY OTHER FUNCTIONS OR DUTIES ASSIGNED TO THEM BY MANAGEMENT. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."