



**Menzel Enterprises, Inc.**

Corporate Office:  
868 Progress Way  
Sun Prairie, WI 53590  
E-Mail: info@prairielandtowing.net  
Website: [www.plt-wi.com](http://www.plt-wi.com)

E-Mail: info@prairielandtowing.net  
Ph: (608) 837-7309  
Fax: (608) 837-5323

- COPY DL
- ABSTRACT
- BACKGROUND
- DRUG TEST
- TIMECLOCK
- EOG
- INTOW

**Application for employment:**

**Personal information:**

Today's date: \_\_\_\_\_ Email Address: \_\_\_\_\_

Last name \_\_\_\_\_

First name \_\_\_\_\_ middle \_\_\_\_\_

Date of birth \_\_\_\_\_

Social security # \_\_\_\_\_ Driver's license # \_\_\_\_\_

Valid dates \_\_\_\_\_ Class \_\_\_\_\_

Driving convictions/tickets \_\_\_\_\_  
(attach driver abstract, or return before interview)

Present address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Referred by \_\_\_\_\_

Cell Phone # \_\_\_\_\_

**Employment Desired:**

Position \_\_\_\_\_ Date Can Start \_\_\_\_\_

Experience with this position? \_\_\_\_\_ Where? \_\_\_\_\_

Hourly Wage Desired \$ \_\_\_\_\_ Hour \_\_\_\_\_ Are you employed now? \_\_\_\_\_  
If not employed, how long have you been unemployed? \_\_\_\_\_

May we inquire of your present employer? \_\_\_\_\_

Ever applied here before \_\_\_\_\_ when? \_\_\_\_\_

Where? \_\_\_\_\_



Menzel Enterprises, Inc.

**Education History:**

Grammar school \_\_\_\_\_ years attended \_\_\_\_\_ did you graduate \_\_\_\_\_ Y/N

High school \_\_\_\_\_ years attended \_\_\_\_\_ did you graduate \_\_\_\_\_ Y/N

College \_\_\_\_\_ years attended \_\_\_\_\_ did you graduate \_\_\_\_\_ Y/N

Trade school/business \_\_\_\_\_ years attended \_\_\_\_\_ did you graduate \_\_\_\_\_ Y/N

**General Information:**

Subjects of special study/research/special training/skills

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

U.S. Military \_\_\_\_\_ rank \_\_\_\_\_

Have you ever received any awards/certificates for driving? \_\_\_\_\_

Please list certifications \_\_\_\_\_

Nationally certified \_\_\_\_\_ Date expires \_\_\_\_\_

**Former employment:**

Dates \_\_\_\_\_ name/address \_\_\_\_\_ wage \_\_\_\_\_ position \_\_\_\_\_ reason for leaving \_\_\_\_\_

1.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

3.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



Menzel Enterprises, Inc.

**References: not related to you/known at least 1 year:**

Name                      address                      business                      years known

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_
- 3.) \_\_\_\_\_
- 4.) \_\_\_\_\_

Authorization:

"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.

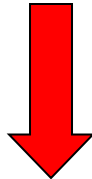
I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.

This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."

Driver abstracts are due by the end of the first training week. Drivers agree to the training process before employment begins. This does not guarantee an employment opportunity with Menzel Enterprises, Inc. Random drug testing is administered with employment. Employee acknowledges that Menzel Enterprises, Inc. will perform background checks. If this process reveals any information that was not made clear on this application, Menzel reserves the right to refuse employment opportunity.

Sincerely:

Menzel Ent, Inc.  
EOE



Date

\_\_\_\_\_ signature \_\_\_\_\_



Menzel Enterprises, Inc.

\*\*OFFICE USE ONLY\*\*

**Do not write below this line**

Called \_\_\_\_\_ date \_\_\_\_\_ time \_\_\_\_\_

Interview \_\_\_\_\_ date \_\_\_\_\_ time \_\_\_\_\_

Already found position \_\_\_\_\_

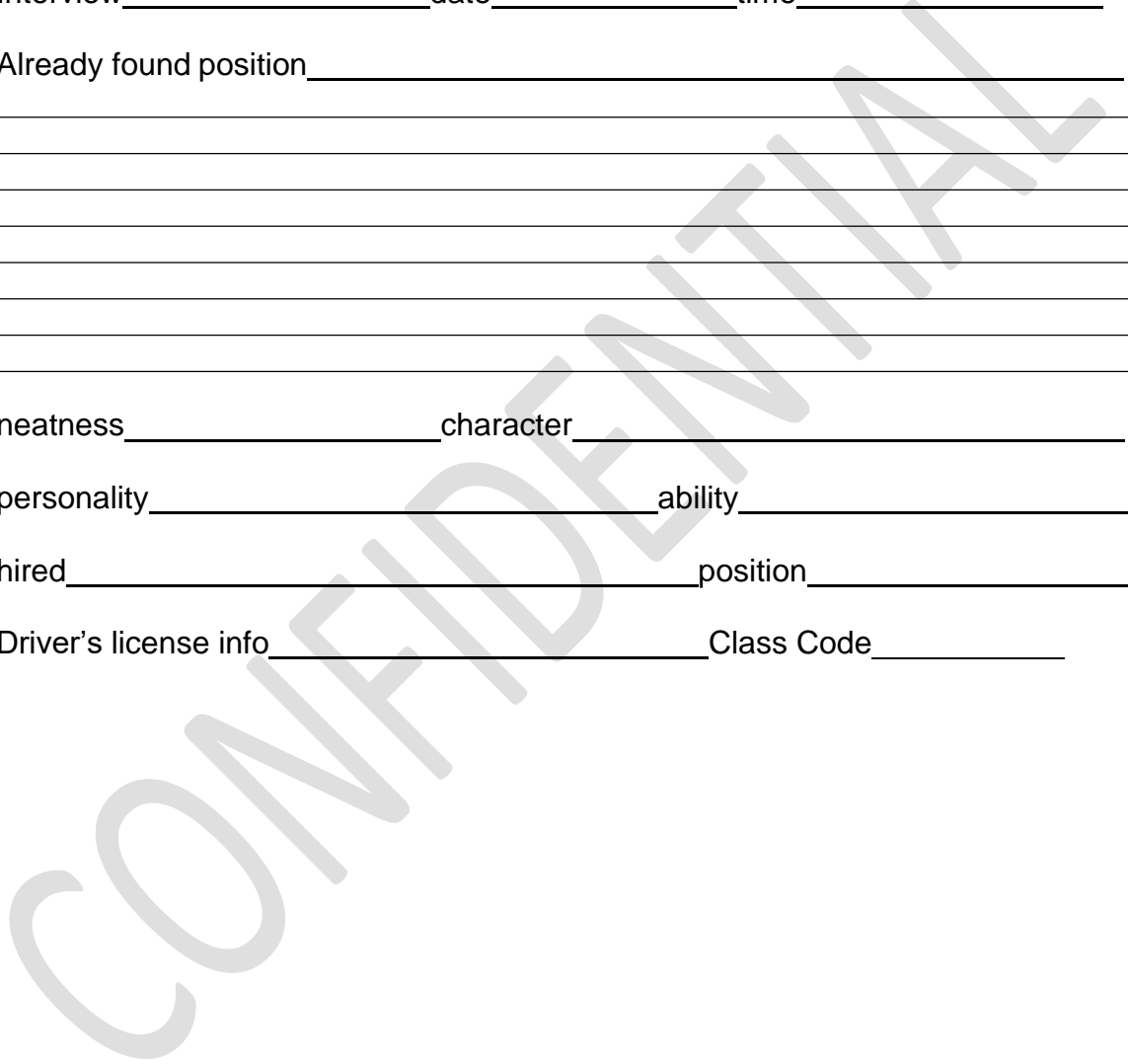
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

neatness \_\_\_\_\_ character \_\_\_\_\_

personality \_\_\_\_\_ ability \_\_\_\_\_

hired \_\_\_\_\_ position \_\_\_\_\_

Driver's license info \_\_\_\_\_ Class Code \_\_\_\_\_





**Menzel Enterprises, Inc.**

## CONSUMER DISCLOSURE AND AUTHORIZATION FORM

### Disclosure Regarding Background Investigation

AAA Auto Club Group North - Menzel Enterprises, Inc. (the "Company") may request, for lawful employment purposes, background information about you from a consumer reporting agency in connection with your employment or application for employment, as applicable. This background information may be obtained in the form of consumer reports and/or investigative consumer reports (commonly known as "background reports"). These background reports may be obtained at any time after receipt of your authorization and, if you are employed by the Company, throughout your employment. If you are a California applicant or employee, your authorization will be requested prior to obtaining any subsequent background report.

HireRight, Inc., or another consumer reporting agency, will prepare or assemble the background reports for the Company. HireRight, Inc. is located and can be contacted by mail at 5151 California, Irvine, CA 92617, and HireRight, Inc. can be contacted by phone at (800) 400-2761. Information about HireRight's privacy practices is available at [www.hireright.com/Privacy-Policy.aspx](http://www.hireright.com/Privacy-Policy.aspx).

The types of information that may be obtained include, but are not limited to: social security number verifications; address history; credit reports and history; criminal records and history; public court records; driving records; accident history; worker's compensation claims; bankruptcy filings; educational history verifications (e.g., dates of attendance, degrees obtained); employment history verifications (e.g., dates of employment, salary information, reasons for termination, etc.); personal and professional references checks; professional licensing and certification checks; drug/alcohol testing results, and drug/alcohol history in violation of law and/or company policy; and other information bearing on your character, general reputation, personal characteristics, mode of living and credit standing.

This information may be obtained from private and public record sources, including, as appropriate: government agencies and courthouses; educational institutions; former employers; personal interviews with sources such as neighbors, friends and associates; and other information sources. If the Company should obtain information bearing on your credit worthiness, credit standing or credit capacity for reasons other than as required by law, then the Company will use such credit information to evaluate whether you would present an unacceptable risk of theft or other dishonest behavior in the job for which you are being evaluated.

You may request more information about the nature and scope of any investigative consumer reports by contacting the Company. A summary of your rights under the Fair Credit Reporting Act is also being provided to you.

### ADDITIONAL STATE LAW NOTICES

If you are a California, Maine, Massachusetts, New York or Washington State applicant or employee, please also note:

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**CALIFORNIA:** Pursuant to section 1786.22 of the California Civil Code, you may view the file maintained on you by HireRight during normal business hours. You may also obtain a copy of this file, upon submitting proper identification and paying the costs of duplication services, by appearing at HireRight's offices in person, during normal business hours and on reasonable notice, or by mail. You may also receive a summary of the file by telephone, upon submitting proper identification. HireRight has trained personnel available to explain your file to you, including any coded information. If you appear in person, you may be accompanied by one other person, provided that person furnishes proper identification.

**MAINE:** You have the right, upon request, to be informed of whether an investigative consumer report was requested, and if one was requested, the name and address of the consumer reporting agency furnishing the report. You may request and receive from the Company, within five business days of our receipt of your request, the name, address and telephone number of the nearest unit designated to handle inquiries for the consumer reporting agency issuing an investigative consumer report concerning you. You also have the right, under Maine law, to request and promptly receive from all such agencies copies of any such reports.

**MASSACHUSETTS:** If we request an investigative consumer report, you have the right, upon written request, to a copy of the report.

**NEW YORK:** You have the right, upon request, to be informed of whether or not a consumer report was requested. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may inspect and receive a copy of the report by contacting that agency. Please click [here](#) for additional information about New York law, as applicable.

**WASHINGTON STATE:** If the Company requests an investigative consumer report, you have the right, upon written request made within a reasonable period of time after your receipt of this disclosure, to receive from the Company a complete and accurate disclosure of the nature and scope of the investigation requested by the Company. You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Authorization of Background Investigation**

I have carefully read and understand this Disclosure and Authorization form and the attached summary of rights under the Fair Credit Reporting Act. By my signature below, I consent to preparation of background reports by a consumer reporting agency such as HireRight, Inc., and to the release of such background reports to the Company and its designated representatives and agents, for the purpose of assisting the Company in making a determination as to my eligibility for employment, promotion, retention or for other lawful employment purposes. I understand that communication of any of the reports obtained about me or information in them may be shared with affiliated companies. I further



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understand that if the Company employs me, my consent will apply, and the Company may obtain background reports, throughout my employment, unless I am employed in California. For those employees employed in California, an authorization will be requested prior to any subsequent background reports being obtained by the Company.

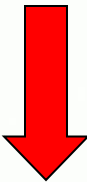
I understand that information contained in my employment application, or otherwise disclosed by me before or during my employment, if any, may be used for the purpose of obtaining and evaluating background reports on me. I also understand that nothing herein shall be construed as an offer of employment.

I hereby authorize law enforcement agencies, learning institutions (including public and private schools and universities), information service bureaus, credit bureaus, record/data repositories, courts (federal, state and local), motor vehicle records agencies, my past or present employers, the military, and other individuals and sources to furnish any and all information on me that is requested by the consumer reporting agency.

By my signature below, I also certify the information I provided on and in connection with this form is true, accurate and complete. I agree that this form in original, faxed, photocopied or electronic (including electronically signed) form, will be valid for any background reports that may be requested by or on behalf of the Company.

California, Minnesota or Oklahoma applicants only: Please check this box if you would like to receive (whenever you have such right under the applicable state law) a copy of your background report if one is obtained on you by the Company.

Please complete the information necessary to request the background check and sign the form. This information will be utilized for background check purposes only and will not be used in making any employment decisions.



Applicant Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_  
Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_



Menzel Enterprises, Inc.

**MOTOR VEHICLE RECORD RELEASE AUTHORIZATION FORM**

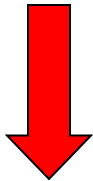
TO: State Departments of Transportation

\_\_\_\_\_  
\_\_\_\_\_

The undersigned does hereby authorize the release and delivery of all motor vehicle driving records relating to the undersigned, including but not limited to personal information, to my employer, prospective employer and its insurance agent.

Name of Employer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Agent: Robertson Ryan & Associates  
Two Plaza East, Suite 650  
330 E. Kilbourn Ave.  
Milwaukee, WI 53202



This authorization shall continue in effect until revoked by the undersigned in a subsequent writing delivered to you.

\_\_\_\_\_  
Signature Date

Full Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Driver's License Number: \_\_\_\_\_  
State: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_





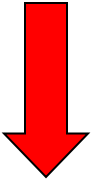
Menzel Enterprises, Inc.

**RECEIPT:**

I, \_\_\_\_\_, (PRINT)  
ACKNOWLEDGE THAT I AM AWARE BACKGROUND CHECKS ARE  
PERFORMED BY THE CITY OF MILWAUKEE TOW LOT.

MANAGEMENT AND A COPY OF THIS SIGNED RECEIPT MAY BE SENT TO  
THE CRIME INFORMATION BUREAU (CIB).

This will be provided to the City of Milwaukee so it may submit a background and  
then provide the Company with a pass or fail. This is solely in the hands of the City  
of Milwaukee and the Company is not granted any information except a pass or fail  
status by City personnel.



\_\_\_\_\_  
SIGNATURE:

\_\_\_\_\_  
DATE:

\_\_\_\_\_  
BIRTH DATE:

\_\_\_\_\_  
RACE:

CONFIDENTIAL