EMPLOYMENT APPLICATION

Dispatch

Please print clearly. Also available online at handytruckline.com/apply

Position applied for: **Dispatch**

Today's date: _____

ABOUT YOU

First name

Middle name (optional)

Last name

Cell phone

Email

Social Security number

City

State

ZIP

Text me about my application

☐ Yes, Handy Truck Line (Scott in HR) may text me at this number about my application. Msg & data rates may apply. Reply STOP to opt out.

WHEN AND WHERE

Earliest start date

Which shifts can you work? (check all that apply)

☐ Days ☐ Nights

Which terminal(s) would you like to work out of? (check all that apply)

☐ Paul, ID ☐ Meridian, ID ☐ Salt Lake City, UT (SLC) ☐ Twin Falls, ID ☐ Pocatello, ID

☐ No preference / any terminal

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Are you 18 or older?

☐ Yes ☐ No

ABOUT THE JOB

The essential functions of this job: computer and phone work for long shifts (multiple screens, constant calls).

Can you perform the essential functions of this job, with or without reasonable accommodation?

☐ Yes ☐ No

If no: Anything you would like us to know? (optional)

_____

_____

_____

YOUR DISPATCH BACKGROUND

Dispatch is the heartbeat of this company, so this application digs deeper than the others. Thanks for taking the time.

Years of truck dispatch experience

☐ None yet ☐ Less than 1 year ☐ 1 to 2 years ☐ 2 to 5 years ☐ 5 to 10 years ☐ 10+ years

Total years in trucking / logistics (any role)

☐ None yet ☐ Less than 1 year ☐ 1 to 2 years ☐ 2 to 5 years ☐ 5 to 10 years ☐ 10+ years

Roles you have held (check all)

☐ Dispatcher ☐ Driver / fleet manager ☐ Load planner ☐ Broker or carrier sales ☐ Customer service rep
☐ CDL driver ☐ Safety / compliance ☐ None of these yet

Most trucks you have dispatched at one time

☐ None yet ☐ 1 to 10 ☐ 11 to 25 ☐ 26 to 50 ☐ 51 to 100 ☐ 100+

Freight you have dispatched (check all that apply)

☐ Dry van ☐ Flatbed ☐ Dry bulk / pneumatic ☐ Liquid / food-grade tanker ☐ Reefer ☐ Hazmat ☐ LTL
☐ Intermodal / drayage

Have you ever held a CDL?

☐ Yes, I have one now ☐ Yes, in the past ☐ Never

SYSTEMS AND SKILLS

Dispatch / TMS software you have used (check all that apply)

☐ McLeod LoadMaster ☐ McLeod PowerBroker ☐ Trimble TMW (TruckMate / Innovative / Suite) ☐ Rose Rocket
☐ Tailwind TMS ☐ AscendTMS ☐ Aljex ☐ MercuryGate ☐ Spreadsheets / whiteboard only ☐ Other
☐ None yet

If other: Other software

_____

If you have used McLeod: How strong are you in McLeod?

Used it a little ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Power user*

Load boards you have worked (check all that apply)

☐ DAT ☐ Truckstop ☐ 123Loadboard ☐ Direct Freight ☐ Uber Freight / app-based ☐ None

ELD / telematics platforms (check all that apply)

☐ Samsara ☐ Motive (KeepTruckin) ☐ Omnitracs ☐ PeopleNet / Trimble ☐ Geotab ☐ Verizon Connect
☐ Platform Science ☐ None

How well do you know I-84, I-86 and I-15 across Idaho and Utah?

Not at all ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Like my backyard*

Rate yourself: on the phone with drivers and customers

Learning ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Excellent*

Rate yourself: email and written updates

Learning ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Excellent*

Rate yourself: staying calm when everything breaks at once

Learning ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Excellent*

Rate yourself: computer skills (Excel, Outlook, multiple screens)

Basic ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 *Advanced*

Typing speed (best guess)

☐ Under 30 WPM ☐ 30 to 45 WPM ☐ 45 to 60 WPM ☐ 60 to 80 WPM ☐ 80+ WPM ☐ Not sure

HOW WOULD YOU HANDLE IT?

A few sentences each is plenty. There is no single right answer; we want to see how you think.

It's 2:00 AM. A driver calls: his truck lost power on I-84 eastbound near Burley with a loaded trailer due in Salt Lake at 7:00 AM. Walk us through what you do, in order.

At 4:00 PM a long-time customer insists on a pickup tonight. The only driver close enough would run out of hours before delivery. What do you tell the customer, and what do you do?

A driver has 1.5 hours left on his 14-hour clock and is 2.5 hours from the receiver. He says he can "make it if he pushes." What do you do?

Optional: two drivers both want the same weekend home and only one can have it. How do you handle it?

SCHEDULE AND ON-CALL

Trucks run 24/7. Can you take after-hours / on-call shifts?

☐ Yes ☐ Yes, on a fair rotation ☐ No

Can you work weekends when needed?

☐ Yes ☐ Some weekends ☐ No

This is an in-office role at the terminal. Can you work on-site?

☐ Yes ☐ No

REFERENCES AND A FEW WORDS

Professional references (at least 2 required)

Two required. Supervisors, drivers you dispatched, or customers are great.

Reference 1

Name

_____

How you know them

_____

Company

_____

Phone

_____

Reference 2

Name

_____

How you know them

_____

Company

_____

Phone

_____

Reference 3

Name

_____

How you know them

_____

Company

_____

Phone

_____

Why Handy Truck Line, and why dispatch?

A short paragraph. Tell us what makes you good at this.

_____

_____

_____

_____

_____

WORK HISTORY

Start with your current or most recent job. Approximate dates are fine.

Have you worked anywhere in the past 3 years? (including self-employed or military)

☐ Yes ☐ No

If no: What best describes the past 3 years?

☐ In school / training ☐ Looking for my first job ☐ Caring for family ☐ Medical / recovery ☐ Other

If no: Anything you want to add?

Employers (most recent first) (at least 1 required)

Employer 1

Company

City, state

Phone (if you know it)

Your job / title

Started

Ended

Reason for leaving

☐ I'm not sure of the exact dates

Employer 2

Company

City, state

Phone (if you know it)

Your job / title

Started

Ended

Reason for leaving

☐ I'm not sure of the exact dates

Employer 3

Company

City, state

Phone (if you know it)

Your job / title

Started

Ended

Reason for leaving

☐ I'm not sure of the exact dates

Employer 4

Company

City, state

Phone (if you know it)

Your job / title

Started

Ended

Reason for leaving

☐ I'm not sure of the exact dates

Need more room? Continue on the back of this page.

Explain any gaps in work history
Optional. Only if you had time between jobs.

Military service (optional): have you served in the U.S. military?

☐ Yes ☐ No

If yes: Branch

☐ Army ☐ Navy ☐ Air Force ☐ Marine Corps ☐ Coast Guard ☐ Space Force ☐ National Guard / Reserve

If yes: Years served

If yes: Anything relevant from your service? (e.g. drove heavy equipment)

BACKGROUND

Are you willing to take a pre-employment drug screen?

☐ Yes ☐ No

Have you ever been convicted of a felony?

A conviction does not automatically disqualify you. We look at each application individually.

☐ Yes ☐ No

If yes: Please explain: what the conviction was, when, and anything you would like us to know

_____

_____

_____

CERTIFICATION AND SIGNATURE

Certification

☐ I certify that the information in this application is true and complete to the best of my knowledge. I understand that false or missing information may disqualify me or lead to dismissal if hired, and that employment with Handy Truck Line, Inc. is at will.

Verification and release

☐ I authorize Handy Truck Line, Inc. to verify the information in this application and to contact my former employers, schools and references. I release Handy Truck Line, Inc., my former employers, and anyone who provides information about me from any liability for any damage that may result from providing or using that information, to the extent permitted by law.

_____ _____

Signature of applicant Date

_____

Name (Please Print)

FOR OFFICE USE

☐ ID checked ☐ Entered online Received by _____

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

Handy Truck Line, Inc. ("the Company") may obtain a consumer report and/or an investigative consumer report about you from a consumer reporting agency for employment purposes, both before you are hired and, if you are hired, during your employment.

These reports may include information about your criminal history, motor vehicle (driving) records, verification of your employment, education and licenses, and other background information. An investigative consumer report may include information about your character, general reputation, personal characteristics and mode of living, obtained through personal interviews with people such as former employers, coworkers and references.

You have the right, upon written request made within a reasonable time, to ask whether an investigative consumer report has been requested and to receive a complete and accurate disclosure of the nature and scope of the investigation. You may also request a copy of any report from the consumer reporting agency that prepared it.

A Summary of Your Rights Under the Fair Credit Reporting Act is available at https://www.consumerfinance.gov/learnmore/ and the Company will give you a copy on request.

AUTHORIZATION

☐ I have read the Disclosure Regarding Background Investigation above, and I authorize Handy Truck Line, Inc. to obtain a consumer report and/or an investigative consumer report about me for employment purposes.

Signature of applicant

Date

Name (Please Print)