



Dear Applicant:

Thank you for your interest in working for one of Railmark's railroads and rail service companies. All employment considerations begin with the completion of this Application Packet.

Please read the attached application very carefully and complete all sections that are relevant and sign where requested. It is important to tell us about any past railroad experience that you may have and feel free to attach to this application your own resume or letter describing your railroad experience in more detail. Copies of certifications and references are also welcome.

Granting of an interview does not guarantee an offer of a job. All job offers are subject to a satisfactory and successful background check and pre-employment drug test. You must have a valid driver's license to gain and keep employment at Railmark.

Thank you once again. You are encouraged to take time and complete this application and return it as instructed.

Thank you again for your interest in joining the Railmark Team.

Sincerely,

B. Allen Brown

B. Allen Brown
President & CEO



A NEW TRAIN OF THOUGHT...®

Employment Application

Instructions & Checklist

Checkmark all points below once you have read and understood their meaning. **Do not** proceed with completing this application if you have any questions. A company representative will be glad to assist you.

This package contains: (1) Instructions and Checklist for the Employment Application; (2) Employment Application. Please complete them as legibly as possible and turn in all pages, including this check list with your initials.

This application makes assertions regarding the company's principals of providing equal employment opportunities. If hired the applicant will be required to read and sign the Company's "CODE OF ETHICS". Some of Railmark's jobs require pre-employment drug screening, physicals and background checks as a condition for hiring.

The applicant will need to sign the employment application on the last page. Unsigned applications **will not** be considered and will be immediately discarded.

If the applicant is hired, a copy of this employment application will be kept with your other employment records. If the applicant is hired he/she must complete additional forms required for Federal and State (or if Canada, Provincial) tax withholding and other required government employment documents.

This company does not tolerate the use of drugs or alcohol abuse and some jobs are subject to Random Drug Testing. Furthermore, smoking on company property and on company equipment is **prohibited** for both the company's Customers and its Employees. All new hires / jobs offered are subject to a 90-day probationary period.

_____ Applicant's Initials



EMPLOYMENT APPLICATION

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race, creed, color, religious belief, sex, sexual preference, age, national origin or veteran status.

Note: Please type or print your answers. If you print, please do so in blue or black ink and write neatly. An illegible application may preclude you from consideration.

POSITION APPLYING FOR: _____

PERSONAL INFORMATION

First Name _____ Middle Initial or Name _____ Last Name _____

Current Address:

Street and Apt. # _____ City _____ State/Province _____ Zip/Postal Code _____

Permanent Address (if different from above):

Street and Apt. # _____ City _____ State/Province _____ Zip/Postal Code _____

Telephone: _____ E- mail: _____

SS# (US) / SIN # _____ - _____ - _____ Driver's License #: _____ State/Province: _____

I am a **(Please Circle One)** U.S. / Canadian Citizen or otherwise authorized to work in the U.S. / Canada on an unrestricted basis:

Yes **No**

If applicable, please list your visa type, visa # and expiration: _____

Have you ever been convicted of a crime in the past seven years (you are not obligated to disclose sealed or expunged criminal records)? **Yes** **No**

If you answered yes, please explain:

Have you ever served in the United States or Canadian Military? **Yes** **No**

If yes,

Branch of Service: _____ Rank at time of separation: _____

I served from _____ to _____.

Special Honors: _____

Employment Application Packet - RAILMARK HOLDINGS & SUBSIDIARIES

Last Name: _____ First Name: _____ Middle Initial: _____

EMPLOYMENT HISTORY

Present or Most Recent Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reasons for Leaving: _____

Prior Employer

Employer: _____ Address: _____

Your Position: _____ Salary: _____

Duties: _____

Dates of Employment: _____ to _____

Supervisor: _____ May we contact? Yes No
Name Title

Reason for leaving: _____

Last Name: _____ First Name: _____ Middle Initial: _____

EDUCATION

High School

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

If you did not graduate, did you receive your GED? Yes No

Special honors or awards: _____

Technical or Vocational School

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree or Certification: _____ Specialty: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

College or University

Name and Address

Did you graduate? Yes No Attended from _____ to _____.

Degree: _____ Major: _____

Special honors or awards: _____

Last Name: _____ First Name: _____ Middle Initial: _____

POSITION INFORMATION

Position Specifications

Position Applying For: _____

How did you hear about this job? _____

What hours are you willing to work? _____

Would you be able to work weekends? Yes No

Are you willing to travel for the job? Yes No

When would you be able to start? _____

Desired salary: _____ per _____

Skills

Please describe any skills you have in the following areas:

Computer, Mechanical or Use of Tools and Equipment:

Languages Spoken (other than English):

Railroad Experience & Other:

I hereby certify that my answers and assertions set forth in this application are true and complete to the best of my knowledge. If I am employed, I understand that any false statements on this application shall be considered sufficient cause for my dismissal. I hereby authorize this company to investigate any aspect of my prior educational and employment history.

Furthermore I understand that if I am hired, employment with this company is "at will," which means that either the company or I can terminate my employment for any reason not prohibited by State/Provincial or Federal Law.

Signature: _____ **Date** _____

WHEN COMPLETED, Scan/Email to accounting@railmark.com or use our

Toll Free U.S. and Canadian Fax Line – (888) 998-7245