

Application & document checklist

Download and complete the forms in a PDF reader, or print and complete them. Use N/A where a question does not apply. Add signed and dated continuation pages whenever more space is needed.

Recruiting: Bini@Mercilogisticsllc.com | 678-301-8868 / 206-600-1701. Contact recruiting to arrange delivery of completed paperwork containing SSNs or identity documents. Employer address: 22804 110th Ave SE, Kent, WA 98031.

1. Prepare your application

[] **Signed driver employment application.** Include your contact details, date of birth, required identifying information, three-year residence history, driving experience, licenses, and availability.

[] **Employment history.** List every employer in the last three years, plus CMV-driving employers from the preceding seven years. Include dates, addresses, reasons for leaving, and the FMCSR / DOT testing questions. Attach extra application employment pages if needed; explain gaps.

[] **Driving history.** Report accidents and reportable traffic convictions / bond forfeitures for the last three years, and any license denial, suspension, or revocation. Include all unexpired CMV licenses or permits and prior licensing states.

2. Gather supporting documents

[] **CDL:** clear front and back copies, including endorsements and restrictions.

[] **Medical qualification:** provide your current medical certificate if available and any applicable FMCSA medical variance or SPE certificate. Merci must verify CDL medical status using the required licensing-state record; a card alone does not replace that verification.

[] **Previous employer contacts:** company name, address, phone, and safety contact for the required history. Sign applicable safety-history release requests as directed by recruiting.

[] **Drug / alcohol questionnaire:** complete and sign the included pre-employment questionnaire. Prior test results supplied by an applicant do not replace employer-arranged testing.

Do not enter SSNs, license numbers, medical documents, or bank details in the website general inquiry form. Do not provide a full medical examination report for an initial application.

Before your first dispatch

3. Complete these when instructed

- [] **Clearinghouse:** register or sign in and respond to Merci Logistics' pre-employment full-query consent request inside the official Clearinghouse. A paper consent or a screenshot does not replace electronic full-query consent.
- [] **Hours of service:** complete the prior-seven-days hours statement when instructed before your first dispatch, including all compensated work and the last release-from-duty time.
- [] **Additional records:** supply road-test certificates, training records, or other qualification documents only where applicable and requested.

4. Merci Logistics must arrange / verify

Recruiting must obtain required state driving records and medical-status verification, investigate prior-employer safety history, complete the required Clearinghouse query, arrange DOT pre-employment drug testing (unless a documented regulatory exception applies), and complete a road test or a permitted equivalent. Company / insurer eligibility and required company training must also be reviewed. Downloading or signing this packet does not qualify a driver to start work.

The included FMCSA safety-history sample is a template. Recruiting must apply current rules: for FMCSA-regulated drug / alcohol history, Clearinghouse requirements apply; requests to prior employers remain necessary where otherwise required, including applicable non-FMCSA DOT testing history. Any third-party consumer-report screening needs its own applicable disclosure and authorization process.

5. Hiring and payroll documents - later

- [] **Form I-9:** complete employment-eligibility verification at the proper hiring stage. Employees choose acceptable documents from the official lists; the company does not require a specific passport, green card, or EAD.
- [] **Form W-4:** complete the current IRS employee withholding form during onboarding. Company drivers use employee payroll paperwork, not an owner-operator W-9 packet.
- [] **Company-specific onboarding:** emergency contact, payroll / direct-deposit information, handbook and safety-policy acknowledgments, and ELD / equipment orientation, provided separately by Merci.

Form sources & return instructions

Two versions are available: the 11-page printable packet uses FMCSA sample forms. The 12-page fillable packet includes a seven-page Merci driver application and one-page safety-history authorization, drug / alcohol questionnaire, and prior-hours statement. Type using a PDF reader, save a copy, and add your signature with the reader signature tools or print and sign. No consents are executed by downloading.

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Sources: ecfr.gov/current/title-49/section-391.21; ecfr.gov/current/title-49/section-391.51; csa.fmcsa.dot.gov/SafetyPlanner; clearinghouse.fmcsa.dot.gov; irs.gov/forms-pubs/about-form-w-4; uscis.gov/i-9. Prepared October 13, 2026.