

COMMERCIAL VEHICLE TRAINING PROGRAM (CLASS A) APPLICATION



Florida Gateway College pledges nondiscrimination, equal access, equal education opportunity and equal employment opportunity to all persons regardless of race, ethnicity, religion, national origin, age, gender, disability, marital status, ancestry or political affiliation. Our pledge covers recruitment, admission, registration, financial assistance, counseling, advising, course offerings, extracurricular programs, facilities, health services, athletics, employment and its privileges and benefits.

- **PLEASE READ ALL INFORMATION IN THIS PACKET VERY CAREFULLY.**
- **ALL QUESTIONS MUST BE ANSWERED.** If the question does not pertain to you, indicate so by writing N/A in the space.
- **ALL SECTIONS MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC.** Failure to do so will disqualify your application from consideration.
- **APPLICANTS MUST COMPLETE ALL REQUIREMENTS ON PAGE 3 BEFORE TURNING IN APPLICATION TO TRAINING CENTER.**
- **ALL INCOMPLETE APPLICATIONS WILL BE RETURNED**

PLEASE INCLUDE COPIES OF ANY REQUESTED DOCUMENTS. THE TRAINING CENTER WILL NOT MAKE COPIES FOR YOU. NO PARTS OF THIS APPLICATION WILL BE RETURNED.

To: Prospective Applicant
From: Director, Avery & Twyla Roberts School of Public Service Class A
Subject: CDL Program Application

We are pleased that you are pursuing a career in Commercial Vehicle Driving.

The Class A Commercial Vehicle Driving Program is 320 clock hours in length prepares students for entry level employment as a professional truck driver.

The Training Center currently offers :

- **A full-time, 11 week program that is approximately 320 clock hours. This program will be held during the Spring, Summer, and Fall semesters each year.**

Make sure all checklist boxes have been completed before returning to Training Center.

Request a commercial driving program application from training center.

File for admission to FGC - in building 15 (or online), and admit/change your program code to:

The Program Pre-Code for CDL Program is “**CDLP.**”

COMPLETE THE FOLLOWING FORMS (IN PACKET)

Initial Application

Affidavit of Applicant

Criminal History/Drug Screen Authorization

INCLUDE A COPY OF EACH OF THE FOLLOWING WITH APPLICATION TURN-IN

Birth certificate

Valid Florida Driver's License or exemption **AND** Social Security

Card Seven year MVR record

DOT Physical (long form)

Class A "Learners" Permit

All of the paperwork from the above checklist, to include taking the physical and mvr record, must be turned in AS A COMPLETE PACKAGE in person to office staff in Building 1, Olustee campus. Incomplete packets will not be accepted.

APPLICATION PROCESS

The purpose of the application process is to seat the applicants best qualified for CDL program. The process was developed by the Roberts School of Public Service at Florida Gateway College with the assistance and endorsement of the Florida Department of Education.

The Training Center Director or his/her designee will review all applications. Florida Gateway College is authorized to and does have higher standards than the minimum standards set by FDOE. If the training center is in possession of any information that would lead us to believe the student will not be successful or in any way undermine the professional standards set by our training center then the applicant will be denied entrance to our programs.

Any of the following may be potential program disqualifiers:

Traffic Violations :

- More than one at fault accident in the past three years.
- If your current license is suspended, cancelled or revoked in the State of Florida or any other state.
- More than one careless and/or reckless driving convictions in the past three years.
- Any alcohol/drug related violations in a motor vehicle in the last five years.
- More than three moving violations in the last three years.

Criminal Convictions:

- A felony criminal record in the past five years. Felonies over five years are reviewed on a case-by-case basis.
- A misdemeanor record in the past will be reviewed by the Director who may waiver the time limit on a misdemeanor charge depending on the circumstances of each case.
- Parole or restricted probation.

AFFIDAVIT OF APPLICANT

NAME: _____
(Print) Last, First Middle

(Please read carefully before signing)

I fully understand that in order to qualify for admission to the Commercial Driving Program, I must fully comply with the all of the provisions outlined below:

1. Be at least 21 years of age.
2. Be a lawful permanent resident of the United States.
3. Must have a current Florida drivers license in good standing and issued in the United States.
4. Must have the basic and fundamental skills to read, write and speak the English language as per F.M.C.S.R.- An industry specific test will be administered.
5. Must be able to understand highway signs and signals.
6. Must be able to make entries on reports and records.
7. Must obtain a seven year MVR with no convictions in the past 3 years of any of the following: DUI, Refusal to take a chemical test, hit and run, leaving the scene of an accident, or careless/reckless driving.
8. No DUI in the past 5 years or more than two DUIs in a lifetime.
9. Must submit to an FDLE background check prior to the first day of class.
10. Must take and pass a DOT physical and drug screen (and provide documentation) prior to the first day of class.
11. Must obtain Class A Learners Permit prior to admission into program.
12. Be of good moral character.
13. Must not meet any conditions that may be cause for non-admittance (as outlined on page 4 of this application).

I am aware that employment is not guaranteed upon successful completion of this course. I also understand that all information furnished by me to FGC’s Avery & Twyla Roberts School of Public Service may be furnished to any requesting companies during future background checks or inquiries.

I further understand that by executing this document I am attesting that I have met the qualifications as specified. I certify that all information I will furnish in conjunction with my application is true and correct.

NOTICE:

This document shall constitute an official statement within the purview of Section 837.06, Florida Statues, and is subject to verification by the employing company. Any omission, intentional or otherwise, when submitting this application or false execution of this affidavit shall constitute a misdemeanor of the second degree.

SIGNATURE: _____

DATE: _____

Witness, my hand and official seal, this _____ day of _____ A.D. 20_____.

Personally known to me _____ or Identification produced _____ Identification: _____

NOTARY PUBLIC SIGNATURE

Florida Gateway College Avery & Twyla
Roberts School of Public Service



Urinalysis/Drug Screen and Criminal History/Background

As part of the application process for admittance into our Commercial Driving program, potential students must submit to a drug test. Once the student has completed and submitted the full application packet and required supporting documentation (listed on page 3), the student will receive a conditional acceptance into the program pending the results of their background/drug tests. Within one week of receiving the conditional acceptance, the student must:

- Pay (\$81) at the cashier's office (386-754-4211) for their drug screen (\$31) and background check (\$50).
- Contact the training center to schedule their background check (fingerprinting done via livescan through FCIC/NCIC on site at Olustee campus) and drug screen (appointments are scheduled at the Olustee campus).
- Once this is completed, pending results received (requirements are met as outlined on page 4), the student will receive an official program acceptance.

Quest Diagnostics is the drug testing vendor we use. No other vendor may be used for testing. No other or prior drug testing results will be accepted. The closest to our training center is at *289 Sw Stonegate Terrace Ste 104 Lake City FL 32024*.

CRIMINAL HISTORY/DRUG SCREEN AUTHORIZATION

NAME: _____
 LAST, FIRST MIDDLE (MAIDEN)

In keeping with the efforts of Avery & Twyla Roberts School of Public Service at Florida Gateway College to identify the most qualified individuals for admittance to our programs, I do hereby voluntarily consent to the sampling and subsequent testing of my urine. I understand that refusal to supply the necessary sample may be grounds for the disapproval of my application for admittance into our programs. I further understand that the results of this testing may be utilized in conjunction with any other information that develops during the application process to determine my eligibility for admittance to our programs. I also understand that written confirmative laboratory reports may be subject to disclosure under the Florida Public Records Act.

I also authorize the staff of the Avery & Twyla Roberts School of Public Service at Florida Gateway College, or their authorized representative, to enter my name and personal data into the NCIC/FCIC computer for a criminal history check.

SIGNATURE: _____

DATE: _____