



P. O. Box 4010  
Tyler, Texas 75712

## **AGENT APPLICATION**

**RETURN APPLICATION TO:**

**KIMBERLY SMOTHERMAN  
CORPORATE MANAGER**

**FAX: (903) 533-9742**

**SWAN TRANSPORTATION SERVICES, LTD.  
NEW AGENT APPLICATION**

Individual/Agency/Company Name: \_\_\_\_\_

Agent of Record: \_\_\_\_\_

Dispatcher(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #1: (800) \_\_\_\_\_ Phone #2 \_\_\_\_\_

Fax# \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Fed ID#: \_\_\_\_\_ SS#: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Birth Date: \_\_\_\_\_

DL# \_\_\_\_\_ State: \_\_\_\_\_

List any current or prior transportation industry affiliations that you wish to tell us about:

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

What type of freight do you move now or would like to move?

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

What type of equipment do you use most?

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

How many loads do you broker daily? \_\_\_\_\_

How many loads will you broker daily with Swan Transportation? \_\_\_\_\_

How many loads did you move last month? \_\_\_\_\_

How many loads do you project you will move the first month/year with Swan Transportation?  
Month: \_\_\_\_\_ Year: \_\_\_\_\_

What was your net revenue last year? \_\_\_\_\_

What are you projecting your net revenue will be if you are with Swan Transportation?  
\_\_\_\_\_

Where is your business going to be located?      ( ) Home      ( ) Office Complex

Do you have the following equipment? If so, what kind:

Computer \_\_\_\_\_  
Fax Machine \_\_\_\_\_  
Printer \_\_\_\_\_  
Phone \_\_\_\_\_  
Phone Lines \_\_\_\_\_  
Internet Provider \_\_\_\_\_

What are your projected business expenses for the first year? \_\_\_\_\_

Please give a breakdown of these expenses:

Phones = \$ \_\_\_\_\_  
Office Rent = \$ \_\_\_\_\_  
Computers = \$ \_\_\_\_\_  
Internet Service = \$ \_\_\_\_\_  
Your Salary = \$ \_\_\_\_\_  
Utilities = \$ \_\_\_\_\_  
Other Expenses = \$ \_\_\_\_\_

Do you have any money set aside to pay expenses the first 90 days of business?  
\_\_\_\_\_

If so, is it enough to pay both business and personal expenses? \_\_\_\_\_

Why are you interested in joining the Swan Transportation team?

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What do you think we need to do as the parent company to make you successful in this new business venture? Please be thorough...

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Have you ever declared bankruptcy? \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_

Comments:

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**\*\*Please attach updated resume and sheet with references\*\***

I certify that my answers are true and complete to the best of my knowledge. I understand that false or misleading information in my application or attached documentation may result in my release.

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

**DISCLOSURE TO EMPLOYMENT APPLICANT  
REGARDING PROCUREMENT OF A CONSUMER REPORT**

In connection with your application for employment, we may procure a consumer report on you as a part of the process of considering your candidacy as an employee. In the event that information from the report is utilized in whole or in part in making an adverse decision with regard to your potential employment, before making the adverse decision, we will provide you with a copy of the consumer report and a description in writing of your rights under the law.

Please be advised that we may also obtain an investigative report including information as to your character, general reputation, personal characteristics, and mode of living. This information may be obtained by contacting your previous employers or references supplied by you. Please be advised that you have the right to request, in writing, within a reasonable time, that we make a complete and accurate disclosure of the nature and scope of the information requested. Such disclosure will be made to you within 5 days of the date on which we receive the request from you or within 5 days of the time the report was first requested.

The Fair Credit Reporting Act gives you specific rights in dealing with consumer reporting agencies. You will be given a summary of these rights together with this document.

By your signature below, you hereby authorize us to obtain a consumer report and/or an investigative report about you in order to consider you for employment.

Applicant's Name: \_\_\_\_\_  
(Please print)

Applicant's Signature: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date: \_\_\_\_\_

## SUMMARY OF RIGHTS UNDER FCRA

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRA’s are credit bureaus that gather and sell information about you – such as if you pay your bills on time or have filed bankruptcy – to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA, 15 U.S.C. 1681- 1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under the state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

1. **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you – such as denying an application for credit, insurance, or employment – must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
2. **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested in recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You are also entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
3. **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its Information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs – to which it has provided the data – of any error.) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
4. **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified. If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address, and phone number of the information source.
5. **You can dispute inaccurate items with the source of the information.** If you tell anyone – such as a creditor who reports to the CRA – that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you have notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.

6. **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old, ten years for bankruptcies.
7. **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA – usually to consider an application with a creditor, insurer, employer, landlord, or other business.
8. **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
9. **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free phone number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
10. **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

	<b>PLEASE CONTACT</b>
CRA's, creditors and others not listed below	Federal Trade Commission Consumer Response Center – FCRA Washington, DC 20580 * 202-326-3761
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 * 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 * 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 * 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 * 703-518-6360
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 * 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 * 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 * 202-720-7051