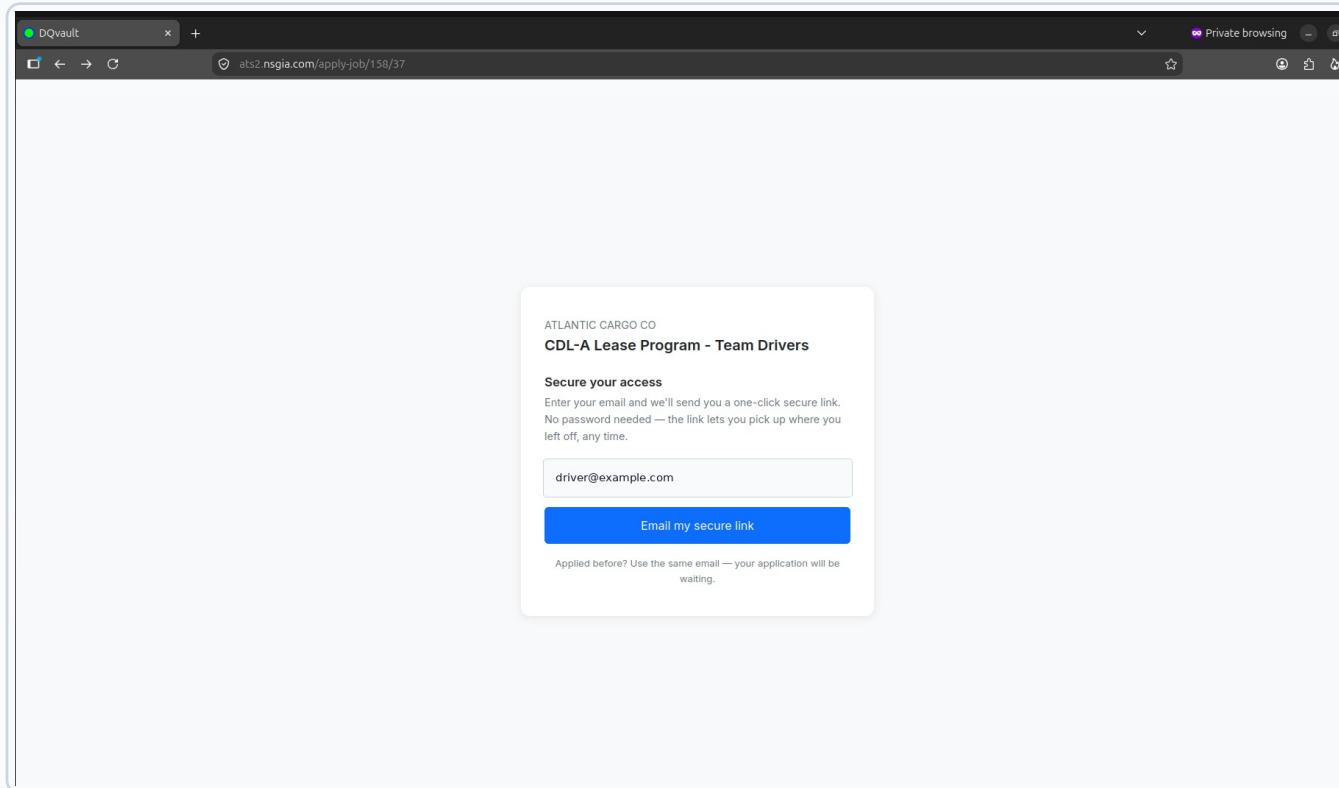


How the ProHRHQ Driver Application Works

An illustrated guide for recruiters and motor carriers

A first-time driver can upload a resume and let the existing ATS parser prefill the application. Drivers then use a simpler step-by-step view, while every answer still writes to the same applicant record and document generator recruiters already use. Returning drivers update only what changed.



The screenshot shows a web browser window with the address bar displaying "ats2.nsgia.com/apply-job/158/37". The browser is in "Private browsing" mode. The main content area displays a form titled "ATLANTIC CARGO CO" and "CDL-A Lease Program - Team Drivers". The form has a section "Secure your access" with the text: "Enter your email and we'll send you a one-click secure link. No password needed — the link lets you pick up where you left off, any time." Below this text is a text input field containing "driver@example.com" and a blue button labeled "Email my secure link". At the bottom of the form, there is a note: "Applied before? Use the same email — your application will be waiting."

What the driver does

The driver starts from a specific job, enters an email address, and receives a one-click secure link. No password is required.

What recruiters receive

The selected carrier and job stay attached to the application.

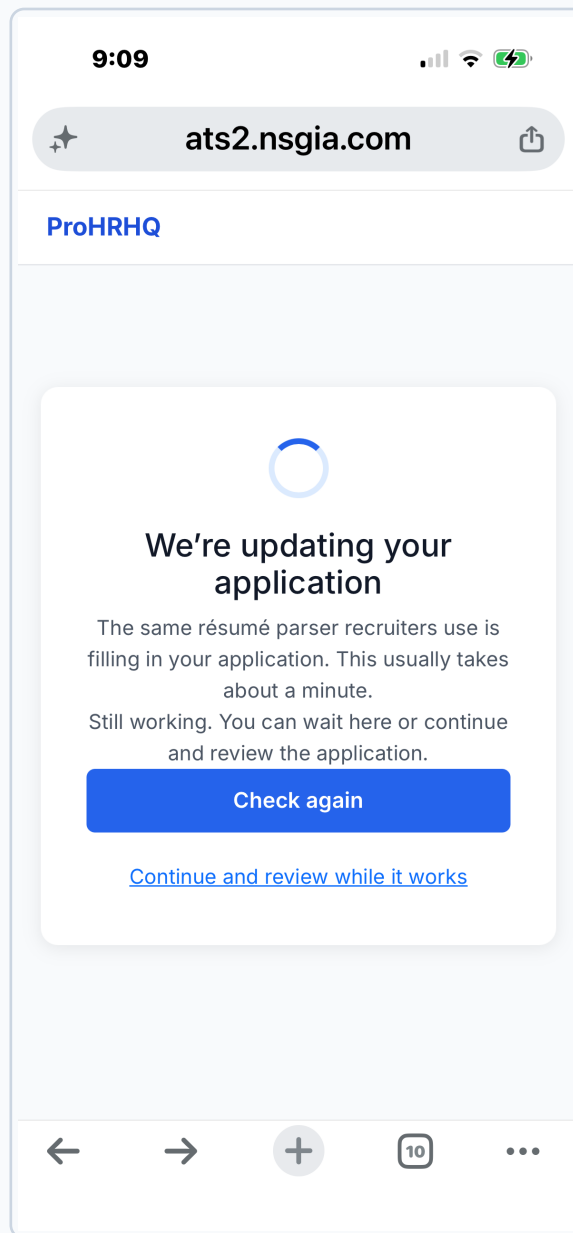


What the driver does

On a first application, a driver with a résumé uploads it so the ATS can fill contact, employment, education, and qualification fields.

What recruiters receive

The upload uses the existing recruiter-grade parser and writes into the same applicant record and forms.



What the driver does

The driver may wait about a minute and check again, or begin reviewing the application while parsing continues.

What recruiters receive

Parsed information is assistance, not final approval. The driver still reviews every section and supplies missing required information.

1. Contact

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 1 of 13 — Contact

First Name
Codex

Middle Name

Last Name
Wizard

Phone
(251) 555-0147

Email
driver@example.com

Position Applied for
CDL-A Driver

Social Security #
000 - 00 - 0000

Date of birth
Month Day Year

Date of Application
09/03/2026

Date Available for Work
09/03/2026

Do you have legal right to work in the United States? ☒ Yes ☐ No

[Save and continue](#) [Save and exit](#)

1. Contact
2. Residency
3. CDL
4. Medical Card
5. Driving
6. Accidents
7. Tickets
8. Employment
9. Employment Gaps
10. Education
11. Qualifications
12. Review & Sign
13. Documents

What the driver does

The driver reviews identity, contact, work-authorization, and application-date information.

What recruiters receive

Known information is prefilled and saved to the canonical applicant record.

2. Residency

Screen 5 of 16

What the driver does

The driver supplies current and prior addresses needed for the application.

What recruiters receive

Recruiters see the same residence rows in the existing applicant record.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 2 of 13 — Residency

Street Address

100 Test Route

City

Mobile

State

AL

Zip Code

36602

of Years at Address

What type of address is this ? ☒ **Current** ☐ **Mailing** ☐ **Previous**

Remove

Add More

← Back

Save & continue →

[Save and exit](#)

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

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ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 3 of 13 — CDL

No person who operates a commercial motor vehicle shall at any time have more than one driver's license (49 CFR 383.21). I certify that I do not have more than one motor vehicle license, the information for which is listed below. Include all licenses held for the past 3 years.

State	License #	Type/Class
AL		A

Issue Date

mm/dd/yyyy

Expiration Date

12/31/2028

Endorsement

T (Doubles/Triples), N (Tanker)

What type of license is this ?

☒ Current
 ☐ Previous

Remove

Add More

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

← Back

Save & continue →

Save and exit

What the driver does

License number, state, class, endorsements, restrictions, and expiration dates are reviewed.

What recruiters receive

A returning driver can update an expiration date without starting over.

4. Medical card

Screen 7 of 16

What the driver does

The driver records medical-card status and expiration information.

What recruiters receive

Recruiters can identify missing or expiring credentials.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 4 of 13 — Medical Card

According to the Federal Motor Carrier Safety Administration (FMCSA) regulations specifically 49 CFR 391.41-49, commercial drivers are required to be physically qualified to drive a CMV, and one of the ways this is demonstrated is through obtaining a medical examiner's certificate.

Medical Examiner Name	Issuing State
Medical Examiner's state License, Certificate, or Registration Number	National Registry Number
Date Certificate Signed	Medical Examiner's Certificate Expiration Date
mm/dd/yyyy	mm/dd/yyyy
Conditions and notes	

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

[← Back](#) [Save & continue →](#) [Save and exit](#)

5. Driving experience

What the driver does

The driver records equipment classes and relevant driving experience.

What recruiters receive

This supports qualification review without creating a second form system.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 5 of 13 — Driving

Under 49 CFR 391.11(b)(2), a driver must be able "to operate the type of commercial motor vehicle he/she drives."

Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc.)	Approx # of Miles (Total)
STRAIGHT TRUCK	A Tractor-Trailer	
Date from June 2021	Date to December 2023	
Class of Equipment	Type of Equipment (Van, Tank, Flat, Etc.)	Approx # of Miles (Total)
STRAIGHT TRUCK	A Yard/Spotter	
Date from March 2019	Date to May 2021	

[Remove](#) [Add More](#)

[← Back](#) [Save & continue →](#) [Save and exit](#)

- 1. Contact
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- 7. Tickets
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- 9. Employment Gaps
- 10. Education
- 11. Qualifications
- 12. Review & Sign
- 13. Documents

6. Accidents

Screen 9 of 16

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 6 of 13 — Accidents

49 CFR 391.23 requires motor carriers to make inquiries into a driver's driving record and safety performance history.

Date	Nature of Accident (Head-on, rear-end, upset, etc.)	# Fatalities	# Injuries
mm/dd/yyyy			

Chemical Spills ? ☐ yes ☒ No

[Save and exit](#)

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

What the driver does

Accidents for the required lookback period are added or reviewed.

What recruiters receive

New rows become part of the same application used to generate carrier documents.

7. Tickets

Screen 10 of 16

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 7 of 13 — Tickets

49 CFR 391.23 requires motor carriers to make inquiries into a driver's driving record and safety performance history.

Date Convicted

mm/dd/yyyy

Violation

Violation State

Penalty (Forfeited bond, collateral and/or points)

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? If yes explain

☐ yes ☒ No

Explanation (only if yes)

Has any license, permit, or privilege ever been suspended or revoked? If yes explain

☐ yes ☒ No

Explanation (only if yes)

Remove

Add More

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

← Back

Save & continue →

Save and exit

What the driver does

Traffic convictions and forfeitures are disclosed and updated.

What recruiters receive

Recruiters receive structured entries rather than résumé prose alone.

8. Employment

What the driver does

The driver reviews existing employers and adds the most recent job when needed.

What recruiters receive

Employment remains reusable for future applications; only changes need attention.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 8 of 13 — Employment

The Federal Motor Carrier Safety Regulations (49 CFR 391.21) require that all applicants wishing to drive a commercial vehicle list all employment for the last three (3) years. In addition, if you have driven a commercial vehicle previously, you must provide employment history for an additional seven (7) years (for a total of ten (10) years). Any gaps in employment in excess of one (1) month must be explained, end with the last or current position, including any military experience, and work backwards (attach separate sheets if necessary). You are required to list the complete mailing address, including street number, city, state, zip; and complete all other information.

We are searching millions of records; loading can take a minute.

Name City

Synthetic Freight LLC Search

If the search does not find Employer's Name, please enter below.

Synthetic Freight LLC

Subject to FMCSA: ☒ Yes ☐ No

Address Phone Email

CINCINNATI OH (xxx) xxx-xxxx

DOT Number or Customer ID Position Held From To

Test Driver January 2024

Reason for Leaving Salary

Explain any gaps in Employment (Include month/year & reason)

While employed here, were you subject to th

Back Save & continue Save and exit

1. Contact

2. Residency

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12. Review & Sign

13. Documents

9. Employment gaps

Screen 12 of 16

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 9 of 13 — Employment Gaps

Employment Gap Review

CDL driver applications must account for all employment for the past 10 years. Gaps longer than one month need a brief explanation.

The dates currently entered leave these periods without employment on record. Please explain what you were doing during each. If the dates are wrong, [revise your employment history](#) first.

Gap 1: 2016-09 – 2019-02 (approx. 30 months)

What were you doing during this period?

e.g. Job searching, school or training, family responsibilities, medical leave, self-employment...

Free text is fine — be brief. This information goes directly to the recruiter.

← Back **Save & continue →** [Save and exit](#)

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- 11. Qualifications
- 12. Review & Sign
- 13. Documents

What the driver does

The system detects gaps longer than one month and asks for a brief explanation.

What recruiters receive

The explanation is stored with employment history for FMCSA review.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 10 of 13 — Education

School
Other

Name & Location
Synthetic Training Academy

Course of Study
Commercial Driver Training

Years Completed
2019

Graduated ?

☒ yes

☐ No

Details

CDL Training

Remove

Add More

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

← Back

Save & continue →

[Save and exit](#)

What the driver does

Schools, training, and relevant education can be reviewed or added.

What recruiters receive

Updates stay with the driver profile for later applications.

11. Qualifications

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 11 of 13 — Qualifications

Please list any other qualifications that you have and which you believe should be considered.

CDL-A driver with approximately 7 years of commercial experience since 2019, holding an Alabama Class A license with Doubles/Triples (T) and Tanker (N) endorsements valid through December 2028. Experience spans tractor-trailer over-the-road/regional driving with Demo Logistics and yard/spotter work with Sample Distribution, currently serving as a test driver with Synthetic Freight since January 2024. Completed formal Commercial Driver Training at Synthetic Training Academy in 2019. Continuous, gap-free employment history across the Gulf Coast region (AL/FL/MS) with a current medical card on file (expires June 2027).

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

← Back

Save & continue →

Save and exit

What the driver does

The driver can add qualifications or other information that may help the application.

What recruiters receive

Recruiters see this information in the existing applicant record.

12. Review and sign

What the driver does

The driver reviews required authorizations, signs, and saves the signature before continuing.

What recruiters receive

The same signature feeds the established application-document generator.

ProHRHQ

You are applying for a job with ATLANTIC CARGO CO

Step 12 of 13 — Review & Sign

Under 49 CFR 391.21(b)(11) an application for employment must be signed by the applicant certifying that all the information provided is true and complete.

By my signature below and checking line boxes, I hereby sign these documents

- ☒ SAEFTY PERFORMANCE HISTORY RECORDS REQUEST
- ☒ Motor Performance History Records Request
- ☒ Background Check
- ☒ Pre Employment Screening Permission
- ☒ Application Form

Applicant Signature

Applicant Name: Codex Wizard

Date: 09/03/2026

Save signature Clear signature

Current Signature

Signature Date: 09-03-2026

Back Save & continue Save and exit

1. Contact

2. Residency

3. CDL

4. Medical Card

5. Driving

6. Accidents

7. Tickets

8. Employment

9. Employment Gaps

10. Education

11. Qualifications

12. Review & Sign

13. Documents

13. Documents and submit

Screen 16 of 16

The screenshot shows a web application interface for ProHRHQ. At the top, it says "You are applying for a job with ATLANTIC CARGO CO". Below this, a progress bar indicates "Step 13 of 13 — Documents". The main area features a large white box with a blue "Upload File" button and the text "or drop a file". To the right of this box is a vertical list of 13 steps: 1. Contact, 2. Residency, 3. CDL, 4. Medical Card, 5. Driving, 6. Accidents, 7. Tickets, 8. Employment, 9. Employment Gaps, 10. Education, 11. Qualifications, 12. Review & Sign, and 13. Documents. The "13. Documents" step is highlighted with a blue background and a mouse cursor. At the bottom, there are three buttons: "← Back", "Submit application", and "Save and exit".

What the driver does

The driver uploads supporting documents and submits the completed application.

What recruiters receive

The recruiter receives the completed record in the normal ATS workflow.