

# Step 7 — Background Information

## LIST THREE TYPES OF BACKGROUND INFORMATION

**TAB 1 FORMER ADDRESSES:** Starting with your most recent address, list all of the places you have lived during the past 10 years — be sure to save after each entry.

**tip:** If you are adding your current address, list the “To” date as today’s date.

The screenshot shows a multi-step questionnaire interface. At the top, a progress bar contains seven numbered steps: 1 (Resumes), 2 (Personal Data), 3 (Education), 4 (External Work Experience), 5 (Preferences), 6 (Military Service), and 7 (Background Information). Step 7 is highlighted with a yellow background. Below the progress bar, there are navigation buttons: 'Previous step' and 'Questionnaire'. The 'Former Addresses' tab is selected and highlighted with a blue border. Below the tabs, the instruction reads: 'Please list all previous addresses for the last 10 years. If you were in the military during the past 10 years please list your last duty station.' A table titled 'Former Address' is shown with columns 'From', 'To', and 'Street Address'. Below the table, there is a message: 'No former addresses maintained'. Below the message, there are buttons: 'Add', 'Edit', and 'Delete'. Below the buttons, there are input fields for 'From: \*', 'To: \*', 'Street Address: \*', 'City: \*', and 'State: \*'. The 'To: \*' field is highlighted with a red border. Below the input fields, there are buttons: 'Save' and 'Cancel'. At the bottom, there are navigation buttons: 'Previous step', 'Questionnaire', and 'Close'.

1 Resumes 2 Personal Data 3 Education 4 External Work Experience 5 Preferences 6 Military Service 7 Background Information

Previous step Questionnaire

Former Addresses Driving Records Criminal Records

Please list all previous addresses for the last 10 years.  
If you were in the military during the past 10 years please list your last duty station.

**Former Address**

From	To	Street Address
No former addresses maintained		

Add Edit Delete

From: \* To: \*  
Street Address: \*  
City: \*  
State: \* -- Select --

Save Cancel

Previous step Questionnaire Close

# Step 7 — Background Information

## LIST THREE TYPES OF BACKGROUND INFORMATION

**TAB 2 DRIVING RECORDS:** List your driver's license information, and disclose any moving traffic offenses that have occurred in the past 5 years. Remember to save!

**tip:** It is **much** better to disclose any moving traffic offenses (e.g., speeding tickets, suspended license, etc.) now than to have them discovered during the mandatory background check.

1

2

3

4

5

6

7

ResumesPersonal DataEducationExternal Work ExperiencePreferencesMilitary ServiceBackground Information

Previous stepQuestionnaire

Former AddressesDriving RecordsCriminal Records

Please provide the following information about your driver's license:

Do you currently have a valid driver's license?: \*Yes

Driver's license number: T12345678

Driver's license state: Illinois

Have you been convicted of any moving traffic offenses in the past?

Moving traffic offense convictions will not necessarily disqualify you from employment with Norfolk Southern, but failure to fully disclose such convictions may result in the withdrawal of an offer of employment. Convictions may include instances in which you were required to appear in court or in which you paid a fine by mail. Moving traffic offenses include, but are not limited to, driving under the influence of drugs or alcohol; speeding; reckless driving; failure to stop; failure to yield; driving with improper equipment; and driving without a license, insurance or other required documentation.

Have you been convicted of any moving traffic offenses in the last 5 years? \*Yes

If you answered yes to the above question, please list the approximate date, location and nature of each offense.

Driving Records

Approximate Date	City	State
No driving records maintained		

AddEditDelete

Approximate Date: \*City: \*State: \*Nature of Moving Offense: \*

SaveCancel

# Step 7 — Background Information

## LIST THREE TYPES OF BACKGROUND INFORMATION

**TAB 3 CRIMINAL RECORDS:** Disclose any convictions based on the time period listed below.

**tip:** It is **much** better to disclose any criminal convictions now than to have them discovered during the mandatory background check. Discrepancies between information provided in the application and those discovered during a background check may cause an offer to be rescinded.

The screenshot shows a web-based questionnaire interface for Step 7: Background Information. At the top, a progress bar indicates seven steps: 1. Resumes, 2. Personal Data, 3. Education, 4. External Work Experience, 5. Preferences, 6. Military Service, and 7. Background Information (highlighted in yellow). Below the progress bar are navigation buttons: 'Previous step' and 'Questionnaire'. The main content area has three tabs: 'Former Addresses', 'Driving Records', and 'Criminal Records' (which is selected and highlighted with an orange border). The 'Criminal Records' section contains the following text: 'Have you ever been convicted of any criminal offenses?' followed by a disclaimer: 'Criminal convictions will not necessarily disqualify you from employment with Norfolk Southern, but failure to fully disclose such convictions may result in...'. Below this is a section titled 'Provide all applicable details' with two questions, each marked with an asterisk: 'Have you been convicted of any misdemeanors (other than moving traffic offenses) in the last 7 years?' and 'Have you been convicted of any felonies (other than moving traffic offenses)?'. Both questions have a 'No' dropdown menu. Below these questions is a prompt: 'If you answered yes to either question, please provide information about the nature of each conviction, date and location.' This is followed by a table titled 'Criminal Records' with two columns: 'Type of Conviction' and 'Approximate Date'. The table currently contains one entry: 'No criminal records maintained', which is preceded by an information icon (i). At the bottom of the table are 'Add', 'Edit', and 'Delete' buttons. The 'Add' button is highlighted with an orange border. At the very bottom of the form are three buttons: 'Previous step', 'Questionnaire', and 'Close'.

1 Resumes 2 Personal Data 3 Education 4 External Work Experience 5 Preferences 6 Military Service 7 Background Information

Previous step Questionnaire

Former Addresses Driving Records **Criminal Records**

Have you ever been convicted of any criminal offenses?

Criminal convictions will not necessarily disqualify you from employment with Norfolk Southern, but failure to fully disclose such convictions may result in...

Provide all applicable details

Have you been convicted of any misdemeanors (other than moving traffic offenses) in the last 7 years? \* No

Have you been convicted of any felonies (other than moving traffic offenses)? \* No

If you answered yes to either question, please provide information about the nature of each conviction, date and location.

Type of Conviction	Approximate Date
<i>i</i> No criminal records maintained	

Add Edit Delete

Previous step Questionnaire Close