



Employment Application

Name: _____ Date: _____

Position Applied For: _____ Part-Time Full-Time Date Available: _____

Address: _____ City _____ State ____ Zip Code _____

Telephone: _____ Alternate Phone: _____

Email Address: _____

How did you hear about this/company? _____

Education:

	School Name and Address	No of Years	Degree/Diploma	Major/Minor
High School				
College				
Technical or Trade School				

Describe any other special training/licenses you have received: _____

Work Experience: This section must be completed-a resume is not sufficient. Start with most recent job and account for all other periods of employment (including full-time, part-time, and temporary) for the previous five years. Use additional pages if necessary.

1 Company Name and Address: _____

Position: _____ Full-time Part-Time

Duties: _____

Dates Employed: From: _____ To: _____ Rate of Pay: Start _____ Last _____

May we contact your supervisor? Yes No Supervisor Name and Phone: _____

Reason for leaving: Resignation Layoff Dismissal Explanation: _____

2 Company Name and Address: _____
 Position: _____ Full-time Part-Time
 Duties: _____
 Dates Employed: From: _____ To: _____ Rate of Pay: Start _____ Last _____
 May we contact your supervisor? Yes No Supervisor Name and Phone: _____
 Reason for leaving: Resignation Layoff Dismissal Explanation: _____

3 Company Name and Address: _____
 Position: _____ Full-time Part-Time
 Duties: _____
 Dates Employed: From: _____ To: _____ Rate of Pay: Start _____ Last _____
 May we contact your supervisor? Yes No Supervisor Name and Phone: _____
 Reason for leaving: Resignation Layoff Dismissal Explanation: _____

Explain any periods of unemployment between the jobs listed above (Do not include any information about physical or mental disabilities or other medical information)

Additional Information:

Have you ever worked for this company before: If so, when _____

Can you provide proof of authorization to work in the U.S? Yes No

Are you 18 years of age or older? Yes No

If applying for a driver position, are you 23 years or older? Yes No

Driver's License state and number: _____

Is there anything else that would help us make a hiring decision? _____

Days and Hours of Availability

DAY	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							

Applicant's Acknowledgement

I certify that all information given by me is true and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of fact on this application (or any other accompanying or required documents) will be cause for denial of employment or immediate termination of employment, regardless of when or how discovered.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by Executive Express, that such employment is at will, for no specified duration and may be terminated by either Executive Express or myself at any time, with or without cause or notice. I understand that none of the documents, policies, procedures, actions, statements of Executive Express or its representatives used during the employment process is deemed as a contract of employment, real or implied

In consideration for employment with Executive Express, if employed, I agree to conform to the rules, regulations, policies and procedures of Executive Express at all times and understand that such behavior is a condition of employment. I understand that due to the nature of the business of Executive Express that attendance and punctuality are considered essential requirements of every job at Executive Express and that poor attendance or tardiness will result in disciplinary action.

I understand that applicants for certain positions may be required to qualify for employment based on additional employment criteria. For example, I may be required to take job related tests; take a driver's examination; submit to a background investigation; take a pre-employment drug test. If I am offered employment to start work before any required test is completed, my employment is contingent on a satisfactory result on all required tests.

I hereby authorize any and all schools, former employees, references, courts and any others who have information about me to provide such information to Executive Express and/or any of its representatives or agents, and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I authorize Executive Express to conduct a check of my motor vehicle driving record.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD, AND AGREE TO THE ABOVE STATEMENTS.

Signature

Date

EXECUTIVE EXPRESS IS PROUD TO BE AN EQUAL OPPORTUNITY EMPLOYER. ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, GENDER, NATIONAL ORIGIN, AGE, DEISABILITY, VETERAN STATUS OR ANY OTHER STATUS PROTECTED BY LAW