

It is important that you answer all questions on this application fully and truthfully, as failure to do so may delay consideration for employment or result in loss of employment opportunities. If an item does not apply to you, write NA (not applicable). PLEASE TYPE OR PRINT IN INK

Custom Coach and Limousine

19 Bartlett Rd
 Gorham, Maine 04038
www.customcoachandlimo.com
 Phone 207-797-9100 | Fax 207-797-9090



APPLICATION FOR EMPLOYMENT

YOU MUST SHOW ORIGINAL SOCIAL SECURITY CARD PRIOR TO EMPLOYMENT
 Equal Opportunity/Affirmative Action Employer

PERSONAL			Date:
			Social Security No.:
Last Name:	First:	Middle:	Home Phone:
Street Address:			Work Phone:
City, State, Zip Code:			Message Phone:
Are you legally eligible for employment in the United States?			
In case of emergency notify: Name:		Phone:	
Address:			
Have you ever worked for us before?		If yes, when?	
List any relatives working for us:			

Position for which you are applying:	
Salary Expected:	Date you can begin:
How did you learn of this position? (please specify)	

The Following must be answered:

Have you ever been convicted of or pled no contest to a crime; ever been a defendant in any civil action for international tort; had an adjudication withheld for a criminal offense; entered a pre-trial intervention program; or been placed on court ordered probation? If yes, state the nature of the offense(s), date(s), city and state and disposition. A conviction or plea record is not an automatic bar to employment and the nature, date, disposition of an offense, and other factors deemed relevant by the employer will be considered.

Yes ____ No ____

COMPLETE THIS SECTION ONLY if a driver's license is REQUIRED for this position (as advertised).

Driver's License Information:

State / License #: _____ Type & Endorsements: _____ Exp. Date: _____

List all traffic violations in the last three years:

Had a driver's license ever been revoked? Yes No
 If yes, explain:

For Clerical Applicants Only:

Word Processor Calculator Typing Wpm _____ Shorthand Wpm _____

3. Employer					Address		
Your Official Job Title					Supervisor's Name		Phone Number
FROM		TO		Total Months	If part-time, number of hours per week	Beginning Salary	Ending Salary
Month	Year	Month	Year				
						per	per

Reason for leaving:

Describe your duties in detail:

4. Employer					Address		
Your Official Job Title					Supervisor's Name		Phone Number
FROM		TO		Total Months	If part-time, number of hours per week	Beginning Salary	Ending Salary
Month	Year	Month	Year				
						per	per

Reason for leaving:

Describe your duties in detail:

5. Employer					Address		
Your Official Job Title					Supervisor's Name		Phone Number
FROM		TO		Total Months	If part-time, number of hours per week	Beginning Salary	Ending Salary
Month	Year	Month	Year				
						per	per

Reason for leaving:

Describe your duties in detail:

Why do you feel you are qualified for this position and why?

APPLICANT'S CERTIFICATION AND AGREEMENT

PROBATION PERIOD - It is understood that I shall be considered a probationary employee ninety (90) days from date of hire. I may be discharged or laid off before the expiration of that period without recourse.

STATEMENT OF APPLICANT - I hereby authorize my former employers to furnish their records of any service, my reason for leaving their employer, together with all employment-related information they may have concerning me. I also authorize educational institutions to furnish their records of education-related information they may have concerning me.

It is agreed that any misrepresentations by me in this application will be sufficient cause for its cancellation or for dismissal from Custom Coach and Limousine's service if I am employed.

I hereby certify that the facts set forth in the above employment application are true and complete to the best of my knowledge.

List previous last names

Signature of Applicant Date

PLEASE READ CAREFULLY

APPLICATION FORM WAIVER

In exchange for the consideration of my job application by Custom Coach and Limousine (hereinafter called "the Company"), I agree that:

Neither the acceptance of this application nor the subsequent entry into any type of employment relationship, either in the position applied for or any other position, and regardless of the contents of employee handbooks, personnel manuals, benefit plans, policy statements, and the like as they may exist from time to time, or other Company practices, shall serve to create an actual or implied contract of employment, or to confer any right to remain an employee, or otherwise to change in any respect the employment-at-will relationship between it and the undersigned, and that relationship cannot be altered except by a written instrument signed by the President /General Manager of the Company. Both the undersigned and Custom Coach and Limousine may end the employment relationship at any time, without specified notice or reason. If employed, I understand that the Company may unilaterally change or revise their benefits, policies and procedures and such changes may include reduction in benefits.

I authorize investigation of all statements contained in this application. I understand that the misrepresentation or omission of facts called for is cause for dismissal at any time without any previous notice. I hereby give Custom Coach and Limousine permission to contact schools, previous employers (unless otherwise indicated), references, and others, and hereby release the Company from any liability as a result of such contract. I also authorize Custom Coach and Limousine to run a driving record with the information provided.

I also understand that (1) the Company has a drug and alcohol policy that provides for pre-employment testing as well as testing after employment; (2) consent to and compliance with such policy is a condition of my employment; and (3) continued employment is based on the successful passing of testing under such policy. I further understand that continued employment may be based on the successful passing of job-related physical examinations.

I understand that, in connection with the routine processing of your employment application, the Company may request from a consumer reporting agency an investigative consumer report including information as to my credit records, character, general reputation, personal characteristics, and mode of living. Upon written request from me, the Company, will provide me with additional information concerning the nature and scope of any such report requested by it, as required by the Fair Credit Reporting Act.

I further understand that my employment with the Company shall be probationary for a period of ninety (90) days, and further that at any time during the probationary period or thereafter, my employment relation with the Company is terminable at will for any reason by either party.

Signature of applicant _____ **Date:** _____

This Company is an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, sex, sexual orientation, national origin, citizenship, age or disability. We assure you that your opportunity for employment with this Company depends solely on your qualifications.

Thank you for completing this application form and for your interest in our business.

Employment Reference Check

Custom Coach and Limousine
19 Bartlett Rd
Gorham, Maine 04038

Date: ___/___/___

_____ (Name of Previous Company)

_____ (Street address of Company)

_____ (City, State Zip Code of Company)

Re: Reference Check – Information provided below is supplied by the applicant for identification and reference purposes.

Reference for: _____

Social Security Number: _____

Former Position: _____

Dates of employment: _____

Dear _____:

The above named individual has applied for employment with Custom Coach and Limousine and has named you as a former employer. In order to make an informed hiring decision, we need to know the applicant's work history. _____ has signed a release permitting you to provide us with the requested information, and a copy is attached. Any information that you give will be held in the strictest confidence.

Please verify employment by answering the following questions:

How long was Applicant with your company? _____

Please provide all dates of employment: _____

What position(s) were held? _____

What was the final rate of pay? _____

Was he/she reliable? _____

Was Applicant's work satisfactory? (If no, explain) _____

What was the reason for termination / resignation? _____

Would you rehire this person? _____

Any remarks? _____

Information furnished by: _____

Thank you for your cooperation and prompt response.

Sincerely

Custom Coach and Limousine

Criminal Record Check Release Form

In order to server the best interest of the clients of Custom Coach and Limousine, we deem it necessary to conduct criminal record checks on all finalists for driving jobs. Therefore, the following request for information must be completed and returned to the Human Resources prior to the offer of employment. Your signature on this form authorizes Custom Coach and Limousine to obtain information from any law enforcement agency, court and/or record source and to investigate any matter deemed relevant to the evaluation of your suitability for employment with Custom Coach and Limousine.

Any falsification, misrepresentation or omission of requested information will result in denial of employment or immediate termination, *regardless of when and how discovered.*

This consent form does not apply to criminal records expunged to ORS 419.262. Information obtained by a criminal record check will be used only for job-related purposes and only to the extent permitted by applicable law.

Position Applied For _____

Full Name (Include all names used, past and present. Include first name, middle and last name.)

Date of Birth _____

Social Security Number _____ Driver's License# / State _____

Home Addresses Past and Present (In state and out of state within the past five (5) years.)

Have you ever been convicted of a felony or misdemeanor? ____ Yes ____ No If so, list below:

I have read and understand this request for information and agree to hold Custom Coach and Limousine, its officers, agents, and employees harmless from any liability resulting from the use of the information requested.

Applicant Signature Date

Driving Record Information Sheet

The following information will be used to verify that you have a valid Driver's License and to review your driving record for insurability purposes. By filling out this form you give consent to Custom Coach and Limousine to request and review a driving record for you. Please answer each question completely.

Full Name (as it appears on your driver's license)		
Date of Birth	Social Security Number	
Driver's License Number	State in which you are currently licensed to drive	
Other states in which you have been licensed to drive in the past twelve years:		
State	Driver's License No.	Dates
_____	_____	_____
_____	_____	_____

<p>Have you ever pled guilty to (including an Alford plea) or been convicted of a major driving offense (for example: Reckless driving, Hit-and-Run, Operating While Intoxicated, Driving under Suspension or While Revoked, etc.) Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If Yes, please explain, including dates, location (State, County & City) of incident:</p> <p>_____</p> <p>_____</p>
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<p>I certify that the information provided above is true and complete. I understand that false statements made on this Driving Record Information Sheet may eliminate me from further consideration for employment or will be grounds for dismissal. I authorize the Custom Coach and Limousine, P.O. Box 17514, Portland, ME 04112-8514, to obtain and review my driving record(s).</p>	
_____ Signature of Applicant	_____ Date