

# TOUCH OF CLASS TRANSPORTATION, INC.

## APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

All applicants are considered without regard to race, color, gender, religion, national origin, age, marital or veteran status, mental or physical disability unrelated to job performance or any other legally protected status. Print, fill out, & fax to TOC.

POSITION APPLYING FOR: \_\_\_\_\_ DATE: \_\_\_\_\_

### APPLICANT DATA

Name: First \_\_\_\_\_ Last \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cellular/Other Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Are you legally eligible for employment in the United States?  Yes  No  
(Upon offer of employment, applicant must be able to furnish proper documentation)

Have you been convicted of a felony?  Yes  No If yes, please explain circumstances: \_\_\_\_\_

(Answering "yes" does not automatically disqualify you from employment consideration)

Have you ever applied/been employed with Touch of Class Limousines?  Yes  No

If yes, please list date(s) and position(s): \_\_\_\_\_

### POSITION INFORMATION

Employment status desired:  Full Time  Part Time

What days/hours are you available to work? \_\_\_\_\_

If hired, when could you start? \_\_\_\_\_

How did you hear about this job? \_\_\_\_\_

## EMPLOYMENT HISTORY (List most recent/current first)

<b>1. Job Title:</b>		
Employer:		
Employer's Address:		
Dates of Employment (month / year): From:		To:
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Supervisor:	Phone:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		
Duties:		
<b>2. Job Title:</b>		
Employer:		
Employer's Address:		
Dates of Employment (month / year): From:		To:
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Supervisor:	Phone:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		
Duties:		
<b>3. Job Title:</b>		
Employer:		
Employer's Address:		
Dates of Employment (month / year): From:		To:
Starting Salary:	Ending Salary:	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temp
Supervisor:	Phone:	May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Reason for Leaving:		
Duties:		

## EDUCATION

School	Name and Location	Dates	Graduated	Major	Degree Received
High School					
College / University					
Other					

Special courses, training, or experience acquired : \_\_\_\_\_

## SKILLS

Clerical / Office skills		
Computer skills	Name of software:	<input type="checkbox"/> PC <input type="checkbox"/> Mac
Foreign Languages		

Please describe any other experience, abilities, or skills that might be helpful in considering your application:

\_\_\_\_\_

## MILITARY SERVICE

Branch	Dates of Service	Rank

## REFERENCES (List two persons, other than relatives or personal friends, who have knowledge of your work experience/education)

Name	Phone Number	Title	Years Known

**ADDITIONAL INFORMATION** (To be completed if applying for a driving position)

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Do you have a CDL?  Yes  No Class: \_\_\_\_\_ Endorsements/Restrictions: \_\_\_\_\_ / \_\_\_\_\_

Are you at least 25 years of age?  Yes  No  
(Due to insurance regulations, we cannot hire drivers younger than 25)

Have you driven for other Limousine Services?  Yes  No

Company \_\_\_\_\_ Location: \_\_\_\_\_ Dates: \_\_\_\_\_

Do you have any map experience?  Yes  No Do you have any mechanical experience?  Yes  No

Please list all traffic violations that you have been convicted of (other than parking).

Date	Violation	Fine

**CERTIFICATION & AUTHORIZATION**

I hereby certify that all statements made in this application are true and correct to the best of my knowledge and belief. I understand that any misrepresentations or omissions of facts in this application are grounds for disqualification from further consideration or for immediate dismissal from employment.

I authorize Touch of Class Transportation, Inc. to inquire into my educational, professional, and past employment history references as needed to research my qualifications for this position.

I understand and agree that, if employed, the employment will be "at will" and Touch of Class Transportation, Inc. or I may terminate the employment relationship at any time for any reason not in violation of law. I agree to conform to the rules, regulations, and policies of Touch of Class Transportation, Inc.

I understand that receipt of this application does not imply employment and that this application and/or and other documents of Touch of Class Transportation, Inc. are not contracts of employment. I hereby acknowledge that I have read and fully understand the forgoing and seek employment under these conditions.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Date**