

**Bay Limousine Service**  
**APPLICATION FOR EMPLOYMENT**  
www.bay-limo.com - (850) 269-1200 - info@bay-limo.com

Bay Limousine Service is an equal employment opportunity employer dedicated to a policy of non-discrimination in employment based upon an individual's race, color, creed, religion, age, sex, national origin, ancestry, marital status, sexual orientation or the presence of any non-job-related medical condition or disability. In reading and answering the following questions, please keep in mind that none of the questions are intended to imply any limitations, illegal preferences, or discrimination based upon any non-job-related information. This application will be given consideration, but its receipt does not imply that the applicant will be interviewed or employed.

POSITION APPLIED FOR: \_\_\_\_\_

Date Available to Start Work: \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address City State Zip

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_  
( ) Area Code ( ) Area Code

**GENERAL INFORMATION**

- |  |     |    |
|--|-----|----|
| <p>1. Have you ever applied for a job with this company in the past? If yes, please give the date of application and the position for which you applied. State your name at that time, if different from present name.</p>                             | Yes | No |
| <p>2. Have you ever been employed by this company in the past? If yes, please give dates of employment, position held, and state your name while employed if different from present name.</p>  | Yes | No |
| <p>3. If hired, will you be able to work during the normal days and hours required for the position(s) for which you are applying? (See attached job description) If no, please explain:</p>   | Yes | No |
| <p>4. Do you have any commitments to another employer that might affect your availability for employment with our company? If yes, please explain:</p>   | Yes | No |
| <p>5. If hired, can you furnish proof that you are 18 years of age, or if under 18, do you have a permit to work? If no, please explain:</p>   | Yes | No |
| <p>6. If hired, can you furnish proof that you are eligible to work in the United States? (If unsure of the documents needed to prove eligibility to work in the U.S., we will be happy to explain the legal requirements.) If no, please explain:</p> | Yes | No |

7. Do you now, or will you in the future, require this company to sponsor an employment visa for your continued employment?	Yes	No
8. Have you been convicted of a felony, or released from prison in the past 10 years? Note: A yes answer does not automatically disqualify you from employment since the nature of the offense, date, and type of job for which you are applying will be considered. If yes, please explain:	Yes	No
9. Are you charged with an unresolved criminal charge (have you been charged with a crime that has not yet resulted in a plea of guilty, court trial, or dropping of the charge)? Note: A yes answer will not automatically disqualify you from employment. If yes, please explain:	Yes	No
10. Has your driver's license ever been suspended or have you ever been convicted of a felony? If yes: Year of suspension _____ And how long? _____	Yes	No
<b><u>DO NOT ANSWER QUESTIONS 11 OR 12 IF A JOB DESCRIPTION IS NOT ATTACHED!</u></b>		
11. Are you able to perform the tasks listed on the attached job description with or without an accommodation?	Yes	No
12. If necessary, what accommodation could we make that would allow you to perform the essential functions of the job?		

**EDUCATIONAL DATA**

SCHOOLS ATTENDED	NAME OF SCHOOL AND LOCATION	DID YOU GRADUATE?	DEGREE/ DIPLOMA/ CERTIFICATE?	MAJOR COURSE OF STUDY
HIGH SCHOOL	SELECT HIGHEST GRADE COMPLETED 1 2 3 4 5 6 7 8 9 10 11 12	Yes No		
TECHNICAL VOCATIONAL BUSINESS OR MILITARY TRAINING		Yes No		
COLLEGE OR UNIVERSITY		Yes No		
GRADUATE SCHOOL		Yes No		
PROFESSIONAL SEMINARS				

Additional JOB-RELATED seminars, short courses, workshops, or other educational experiences:

JOB-RELATED certificates, licenses, equipment qualified to operate, computer hardware and software operated, and other JOB-RELATED special skills and abilities:

**EMPLOYMENT HISTORY****PRESENT & FORMER EMPLOYERS***List Present or Most Recent Employer First - Please complete even if a resume is attached.*

Attach additional sheet if necessary.

Company Name	Dates of Employment	
	From	To
Address	Supervisor (and phone number, if known)	
City, State, Zip	Your name when employed, if different from present	
Job Title & Duties	Reason for Leaving	
Final Salary: \$ _____ per _____	May We Contact?	Yes      No

Company Name	Dates of Employment	
	From	To
Address	Supervisor (and phone number, if known)	
City, State, Zip	Your name when employed, if different from present	
Job Title & Duties	Reason for Leaving	
Final Salary: \$ _____ per _____	May We Contact?	Yes      No

Company Name	Dates of Employment	
	From	To
Address	Supervisor (and phone number, if known)	
City, State, Zip	Your name when employed, if different from present	
Job Title & Duties	Reason for Leaving	
Final Salary: \$ _____ per _____	May We Contact?	Yes      No

Please account for any time you were not employed after leaving school in the past ten years  
(You need not list any unemployment periods of one month or less)

Time Period(s)                      Reason(s) for Unemployment

If you were unable to list all past jobs or periods of unemployment on this form, please use an additional sheet.

**REFERENCES - LIST THREE BUSINESS RELATED INDIVIDUALS THAT ARE NOT FORMER EMPLOYERS**

<u>Name</u>	<u>Address</u>	<u>City, State, Zip</u>	<u>Phone Number</u>	<u>Occupation</u>

**IMPORTANT**

PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING

Initials

\_\_\_\_\_ By my signature and initials, I promise that the information provided in this employment application (and accompanying resume, if any) is true and complete, and I understand that any false information or significant omissions may disqualify me from further consideration for employment, and may be justification for my dismissal from employment by Bay Limousine Service if discovered at a later date. I agree to immediately notify Bay Limousine Service if I should be convicted of a felony, or any crime involving dishonesty or a breach of trust while my job application is pending, or during my period of employment, if hired.

\_\_\_\_\_ I authorize any person, school, current employer (except as previously noted), past employer(s), government or investigative agencies, and other organizations that may be named in this application form (and accompanying resume, if any) to provide the company with relevant information and opinion that may be useful to Bay Limousine Service in making a hiring decision, and I release such persons and organizations from any legal liability in making such statements.

\_\_\_\_\_ I understand that, if hired, I may not hold other employment, nor engage in consulting, sales, investments or other activities that may create a conflict of interest with Bay Limousine Service.

\_\_\_\_\_ I understand that if employed and my employment is terminated by Bay Limousine Service for dishonesty, breach of trust, or any criminal acts, the authorities may be notified and I may be criminally prosecuted.

\_\_\_\_\_ I understand that this application does not, by itself, create a contract of employment. I understand and agree that, if hired, my employment is for no definite period of time, and may, regardless of the date of payment of my wages or salary, be terminated at any time. I understand that only the President or Vice President of Bay Limousine Service is authorized to change any of the terms of employment and that any changes must be specific and in writing.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

- \* Need to be at least 25 Years of age with a valid drivers license.
- \* No felony record - Bay Limo requires 50 state back ground check performed to enter any military bases in the local area.
- \* Professional and Great people skills is a huge plus.
- \* Download and attach an enlarged copy of your valid drivers license with your application.