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APPLICATION FOR EMPLOYMENT

DISPATCHER / RESERVATION SPECIALIST / ADMIN ASSISTANCE

Today's Date: ___/___/___

Date available for work: ___/___/___

Equal access to programs, service, and employment is available to all persons. Those applicants requiring reasonable accommodation to complete the application and/or interview process should notify the interviewer or a representative of the Human Resources Dept.

Name _____
First Middle Last

Social Security # _____ Date of Birth ___/___/___

Present Address _____
Street City State Zip

Home Telephone # _____ Cellular # _____ Cell Carrier: _____

Email Address _____

Driver's license #: _____ State: _____

Are you legally eligible for employment in this country? _____ Yes _____ No

If applicable, please list visa type, visa #, and expiration date: _____

Geographical Knowledge:

How long have you lived in the area? _____ Years _____ Months

Circle the areas you are familiar with: Destin Fort Walton Beach Sandestin Pensacola Panama City

General

Position applied for **DISPATCHER/OFFICE ADMIN POSITION** Part-time / Full-time / Either

Are you 18 years of age or older? _____ Yes _____ No

Are you able to work during major holidays? _____ Yes _____ No

Have you been previously employed by 654Limo? _____ Yes _____ No

Are you employed now? _____ Yes _____ No

Have you previously applied for work here? _____ Yes _____ No

If yes, date ___/___/___

How did you hear about this position? _____

What is your availability? Please be specific.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

IF HIRED: YOUR AVAILABILITY MUST REMAIN THE SAME IN ORDER TO CONTINUE WORKING FOR 654LIMO UNLESS APPROVED BY MANAGEMENT.

Have you ever been convicted of or pled guilty to a felony or misdemeanor which has not been expunged, annulled, sealed or statutorily eradicated by the Court? Yes _____ No _____

If yes, date ___/___/___

Please describe the nature of the conviction or guilty plea and your rehabilitation since that time.

Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.

Military Service Record

Have you served in the Armed Forces of the United States? _____ Yes _____ No

Branch of Service _____ Date of entry ___/___/___ Date of discharge ___/___/___

Military training/awards received _____

Education

Name of Institution	Address/City/State	Major	Last Year Completed	Degree
High School/Preparatory				
College/Tech School				

List scholastic honors, offices held, and activities in college:

Describe any skills you have:

Languages Spoken (other than English) _____

Employment History

Employer / Company Name _____	Date Employed
Address _____	From: ____/____/____
City, State, Zip _____	To: ____/____/____
Phone # _____ Supervisor Name _____	Rate of Pay
Job Title & Duties _____	Starting: \$ ____ per ____
Reason for Leaving _____	Ending: \$ ____ per ____
Comments _____	
Can we contact this employer? Yes/No	

Employer / Company Name _____	Date Employed
Address _____	From: ____/____/____
City, State, Zip _____	To: ____/____/____
Phone # _____ Supervisor Name _____	Rate of Pay
Job Title & Duties _____	Starting: \$ ____ per ____
Reason for Leaving _____	Ending: \$ ____ per ____
Comments _____	
Can we contact this employer? Yes/No	

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Address _____	From: ____/____/____
City, State, Zip _____	To: ____/____/____
Phone # _____ Supervisor Name _____	Rate of Pay
Job Title & Duties _____	Starting: \$ ____ per ____
Reason for Leaving _____	Ending: \$ ____ per ____
Comments _____	
Can we contact this employer? Yes/No	

Unemployment Record

Account for all periods of unemployment of 1-month duration or more since you left school (or last 3 years) until the present time.

From		To		State What you Were Doing
Mo.	Yr.	Mo.	Yr.	

Please Read Before Signing:

This Employment Application will remain active for 90 days. If you are hired by 654Limo, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

As required by the Americans with Disabilities Act: During the interview process you may be asked about your ability to perform job-related functions. If you are made a conditional offer of employment you may be required to complete a post-job offer medical history questionnaire and/or undergo a medical examination. All candidates for the same job will be subject to the same medical questionnaire and/or examination and all such information will be kept confidential and in separate files.

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by 654Limo.

I understand that any employment is conditioned on a background check. I authorize 654Limo to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to 654Limo, without giving me prior notice of such disclosure.

I understand and agree that nothing contained in this application, or conveyed during my interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be “at will” and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or 654Limo. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon 654Limo unless made in writing.

If I am offered employment I agree to submit to a drug test before starting work. If employed, I also agree to submit to a drug test at any time deemed appropriate by 654Limo and as permitted by law. I consent to such testing and I request that the examining doctor disclose to 654Limo the results of the examination, which results shall remain confidential and segregated from my personnel file. Furthermore, I agree to submit to a drug test at any time deemed appropriate by 654Limo and as permitted by law. I consent to such testing and I request that the examining doctor disclose to 654Limo the results of the examination, which results shall remain confidential.

I understand that filling out this form does not indicate there is a position open and does not obligate 654Limo to hire. If hired, I agree to abide by all 654Limo work rules, policies, and procedures. 654Limo retains the right to revise its policies or procedures, in whole or in part, at any time.

By signing below, I understand the terms listed above.

Applicants Name (Print)

Applicants Signature

Date

Questionnaire

1. Are you comfortable reading maps and/or GPS and following directions?
2. Have you ever had trouble arriving at work on time?
3. Can you be available on holidays?
4. Do you expect your availability to change soon?
5. How long would you expect to be working with us?
6. Can you work under pressure?
7. Have you taken any computer classes? If so, what class(es)?
8. Do you know how to surf the net?
9. How many words per minute can you type?
10. Will you take a typing test if required?
11. Are your hours flexible? Can you work longer or extra days if needed?