

APPLICATION FOR EMPLOYMENT

APPLICATION VERIFICATION

Important - Please read the following before completing the enclosed application.

When completing this application, please keep in mind that the Company verifies all information on the application including:

Previous employment (e.g. all titles, salaries, dates of employment, reasons for leaving)

Education (e.g. verification of dates of education which includes high school diplomas, GEDs, certifications, college degrees)

Please note that providing inaccurate or incomplete information on this application may result in your not being offered employment or being terminated from employment with the Company if you have already been hired. If you are unsure of exact dates, titles, etc. please indicate that in the application, and it will be discussed in the interview process.

I understand that should this application contain any false or misleading information, my application may be rejected or my employment with this company terminated.

NOTE: Upon submitting your application, you will need to include copies of the following documents:

- Driver's License (front & back)
- DOT Medical Examiner's Card
- 3 Year Driving Record

PERSONAL INFORMATION

Full Name _____
(First) (Middle) (Last)

Social Security Number _____ - _____ - _____ Date of Birth ____ / ____ / _____

Phone Number _____ - _____ - _____ Cell Number _____ - _____ - _____

E-mail _____

Present Address _____
(Street Address)

(Suite/Apt #) (City) (State) (Zip Code)

I certify that I am a U.S. citizen, permanent resident, or a foreign national with authorization to work in the United States. Yes No

Have you ever been convicted of, or entered a plea of guilty, no contest, or had a withheld judgement to a felony? Yes No

EMPLOYMENT DESIRED

Position Desired Status Desired Salary Desired \$ _____

- Non-CDL Chauffeur Full Time
- CDL Driver Part-Time
- Valet Attendant Seasonal

Date available to begin work ____ / ____ / ____

Work Availability

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
To							
From							

Have you applied to National Luxury before? Yes No

How did you hear about this opening (ex: Craigslist, Referral)? _____

EDUCATION & SKILLS

Have you completed High School? Yes No

School Name _____

City/State _____

Have you attended College? Yes No

School Name _____

City/State _____

Field of Study/Degree Earned _____

Number of Years Attended _____

Year Graduated _____

School Name _____

City/State _____

Field of Study/Degree Earned _____

Number of Years Attended _____

Year Graduated _____

Have you attended a trade, business or correspondence school? Yes No

School Name _____

City/State _____

Subjects of special study _____

Degree/Certification Earned _____

Number of Years Attended _____

Have you served in the United States Armed Services? Yes No

U.S. Service Branch _____ Rank _____

Date Entered _____ Date Discharged ____ / ____ / ____

EXPERIENCE & QUALIFICATIONS

Are you currently employed? Yes No

If you are applying for a position requiring a commercial driver's license, National Luxury must contact your previous employer(s) to comply with 392.23 FMCSR.

I acknowledge that the previous employers listed below may be contacted.

Starting with your present or most recent employment, list activities for the past 10 years, including military service, summer, self-employment, part-time and full-time work. You may also include any work performed on a volunteer basis.

Company Name	Employed from:	Employed to:	Position
Number and Street Address	Phone Number		Salary
City and State	Zip Code		Manager/Supervisor
Reason for Leaving			
Company Name	Employed from:	Employed to:	Position
Number and Street Address	Phone Number		Salary
City and State	Zip Code		Manager/Supervisor
Reason for Leaving			
Company Name	Employed from:	Employed to:	Position
Number and Street Address	Phone Number		Salary
City and State	Zip Code		Manager/Supervisor
Reason for Leaving			
Company Name	Employed from:	Employed to:	Position
Number and Street Address	Phone Number		Salary
City and State	Zip Code		Manager/Supervisor
Reason for Leaving			

Do you have any unemployment history? Yes No

Unemployment Record- Account here for intervals of unemployment, if any, during the past 10 years or from the month and year you left school to present.

Unemployed from	Unemployed to	Reason for Unemployment
Unemployed from	Unemployed to	Reason for Unemployment
Unemployed from	Unemployed to	Reason for Unemployment

Do you have any outside business or employment activities which you intend to continue if you are employed by National Luxury? Yes No

If yes, please explain _____

Driver's License Number _____ State _____ Expiration Date _____ / _____ / _____

License Type/Class Endorsements (check all that apply)

- | | |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Class A | <input type="checkbox"/> Passenger |
| <input type="checkbox"/> Class B | <input type="checkbox"/> School Bus |
| <input type="checkbox"/> Class C | <input type="checkbox"/> Air Brakes |

Have you ever been denied a license, permit, or privilege to operate a motor vehicle? Yes No

Has any driver's license, permit or privilege ever been suspended or revoked? Yes No

List all states where you have been licensed in the last five years:

List any special courses or training taken:

List any transportation, trucking, or other experience that may help you work for this company:

Please explain why you are qualified for the position for which you are applying:

REFERENCES

Please provide business references who can comment on your past work performance. As a part of the employment process, at least two references will be contacted.

First & Last Name	Phone Number	Relationship	Years Known

DRUG TESTING

National Luxury Car Service Policy on a Drug-Free Workplace

National Luxury Car Service has established an anti-drug program for the purpose of maintaining a drug-free work place, in accordance with certain federal regulations and company policy.

All applicants considered for employment with National Luxury will be screened for drugs. Applicants are requested to sign a consent/release form authorizing the drug screening and submission of its results to our company. Applicants who refuse to sign the consent/release form or who test positive for illegal drugs will not be considered for employment.

National Luxury Car Service is committed to providing its employees with a safe work environment and promoting programs which encourage high standards of employee health. All employees are expected and required to be in a suitable mental and physical condition while at work and to perform their jobs in a satisfactory fashion. In instances where the use of alcohol and other drugs interfere with these goals, appropriate actions will ensue.

The unlawful possession, sale, distribution or use of a controlled substance while on the company premises is inconsistent with our company's objective of operating in a safe and efficient manner and is absolutely prohibited. Accordingly, no employee shall use or have illegal drugs or alcohol in his or her possession during work hours or on company property at any time.

Additionally, no employee shall report to work while under the influence of illegal drugs, alcohol or under the influence of any controlled substance except as directed by a health care provider. Employees who engage in such will be subject to disciplinary action up to and including termination.

1. Pre-employment drug testing

All applicants considered for employment with National Luxury Car Service will be screened for drugs. Applicants will be asked to sign a consent/release form authorizing the drug screening and the submission of its results to our company. Applicants who refuse to sign a consent/release form or who test positive for illegal drugs will not be considered for employment.

2. Holders of commercial driver's licenses

The U.S. Department of Transportation has mandated additional ongoing drug and alcohol testing for employees who are engaged in safety sensitive positions and who are required to hold a commercial driver's license in order to perform their jobs. A supplemental policy statement is provided to the affected applicants and employees.

Acknowledgment and Authorization

- I hereby certify that I have read and understand the contents of the National Luxury Car Service Policy on a Drug-Free Workplace; and understand that I must be drug-free as a condition of my employment.
- I authorize National Luxury Car Service and/or the testing laboratory utilized by National Luxury Car Service to conduct a drug screen of a urine sample I will provide to the testing laboratory in accordance with its and National Luxury Car Service procedures. I also authorize the testing laboratory to share the test results with National Luxury Car Service and/or its agents for employment purposes.
- I understand that a positive pre-employment drug test may result in National Luxury Car Service withdrawing an employment offer, while a positive drug test at any time during my employment with National Luxury Car Service will result in disciplinary action, up to and including immediate termination from employment.

APPLICANT ACKNOWLEDGEMENT

Please read and review carefully

If I am hired, I understand that my employment is at will and may be terminated by me or the company, at any time with or without cause or notice. I understand that an offer of employment is not valid or binding until I receive a formal, signed, written offer from the company. I understand that this application, the company's handbook, policies, procedures, and all other communications by the company do not create contractual rights or entitlements and may be modified or eliminated by the company at any time at its sole discretion.

I certify that the information contained on this application form or that I otherwise provide to the company in connection with my application is accurate and complete in all respects. I understand that this information and references regarding me may be investigated by the company or its agents and that giving inaccurate information may result in my being rejected for employment or, if discovered after employment commences, may result in disciplinary action up to and including dismissal from employment. I authorize National Luxury Car Service to verify all information I have provided on this application form, to conduct a comprehensive background investigation, and to check personal and employment references. I hereby authorize anyone to provide information to the company in connection with a pre-hire, background or other investigation and hereby release anyone from any and all liability to me which could result from their disclosure of information in response to National Luxury Car Service inquiries. **A photocopy of this authorization and release may be considered as valid as an original.**

Any agreement contrary to anything in this notice must be in writing and must be signed by the President or Human Resources Manager of the company.

I have read this applicant acknowledgement, understand it and agree to be bound by it.

Applicant Signature _____

Date ____ / ____ / ____

The background investigation includes the verification of all information that is provided on the application. Please note that continued employment is contingent upon a background investigation satisfactory to National Luxury Car Service, including the verification of the following items:

- Previous employment -- all titles, salaries, dates of employment, etc.
- Education -- verification of dates of education, which includes high school diplomas, GEDs, certifications, and college degrees.