

Routes Rentals & Tours, Inc.
APPLICATION FOR EMPLOYMENT



PERSONAL INFORMATION

Date _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone (____) _____ Alternate Telephone (____) _____

Email _____ Are you over 18 years of age? ____yes ____no

EMPLOYMENT DESIRED

Position applied for _____ Hourly salary desired _____

Days/hours available to work: _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When are you available to start work? _____

EDUCATION

| TYPE OF SCHOOL | NAME OF SCHOOL | LOCATION | YEARS COMPLETED | MAJOR & DEGREE |
|---|----------------|----------|-----------------|----------------|
| High School | | | | |
| College | | | | |
| Business or Trade School | | | | |
| Professional or Graduate School | | | | |
| Please describe other training, seminars, coursework, etc. that applies to the job. | | | | |

WORK EXPERIENCE

Please list your work experience for the past five years beginning with your most recent job held. If you were self-employed, give firm name. Attach additional sheets/resume if necessary.

| | | | |
|---|--------------------------------|--------------------------|------------------------------|
| Name of Employer Address City, State, Zip Phone Number | Name of last supervisor | Employment dates | Pay or salary |
| | | From To | Start Final |
| | Your last job title | | |
| Reason for leaving (be specific) | | | |
| List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company. | | | |

| | | | |
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Are you currently employed? Yes No

May we contact your present employer? Yes No

Did you complete this application yourself Yes No

If not, who did? _____

Have you ever been convicted of a felony? Yes No

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Have you ever been in the armed forces? Yes No

Specialty _____ Date Entered _____ Discharge Date _____

Are you now a member of the National Guard? Yes No

If hired, can you provide proof of U.S. citizenship or proof of your legal right to live and work in this country? Yes No

Have you ever been employed with this company? Yes No

If yes, when? _____

Do you have any friends or relatives employed by this company? Yes No

If yes, please provide their names and relationship to you.

If hired, would you have a reliable means of transportation to and from work? Yes No

Are you able to perform the essential functions and duties of the job for which you are applying? Yes No

If not, please describe the functions or duties you are unable to perform _____

REFERENCES

Please list below three persons not related to you who have knowledge of your work performance and/or personal qualifications within the last 5 years.

| | | |
|--------------|---------|------------------|
| Name | | Occupation |
| Company name | Address | |
| Telephone | E-mail | Years acquainted |

| | | |
|--------------|---------|------------------|
| Name | | Occupation |
| Company name | Address | |
| Telephone | E-mail | Years acquainted |

| | | |
|--------------|---------|------------------|
| Name | | Occupation |
| Company name | Address | |
| Telephone | E-mail | Years acquainted |

ADDITIONAL INFORMATION

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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Signature of applicant: _____ Date: _____

Routes Rentals & Tours, Inc. 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 Routes depends solely on your qualifications.

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