

MONALISA LIMOUSINE

It is the policy of MONALISA LIMOUSINE INC to provide equal employment opportunities to all applicants and employees without regard to any legally protected status such as race, color, religion, gender, national origin, age, disability or veteran status.

EMPLOYEE INFORMATION

Last Name: _____ Sex: Male Female
 First Name: _____ Birthdate: _____
 Middle Name: _____ Social Security # _____

Address: PO BOX NOT ACCEPTED Driver's License #+State: _____
 Street: _____
 City: _____ State: _____
 Zip Code: _____ Phone: _____
 Fax#: _____ Email: _____ Cell Phone: _____
 Date: _____ Position applied for: _____
 How did you learn of this position? _____ Have you applied here
 before: _____

Citizenship:	<input type="checkbox"/> U.S. Citizen	
<input type="checkbox"/> Permanent Resident/ Green Card Holder	<input type="checkbox"/> Resident Alien <i>(living in U.S.)</i>	Citizenship Country: Alien Registration #:
<input type="checkbox"/> Non-Resident Alien <i>(not living in U.S.)</i>	<input type="checkbox"/> Resident Alien <i>(living in U.S.)</i>	Visa Type: <input type="checkbox"/> H1-B <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> Other Citizenship Country: Year(s) Living in U.S.:
		Visa Type: <input type="checkbox"/> H1-B <input type="checkbox"/> F1 <input type="checkbox"/> J1 <input type="checkbox"/> Other Citizenship Country:

In Case of an Emergency Notify:
(Additions, deletions and updates can also be made via Employee Self-Service on MC Square)

Name #1 _____ Relationship _____
 Phone #1 _____ Phone Type Home Work Cell

(CIRCLE OR CHECK THE BEST ANSWER)

HOW CAN I CONTACT YOU: _____TEXT___EMAIL___CALL

WHEN IS APPROPRIATE TIME TO CONTACT YOU VIA CALL/EMAIL/ TEXT:
___AM___PM___ANYTIME

ARE YOU OK LIFTING LUGGAGE UP TO 60PND:

HOW LONG HAVE YOU BEEN UNEMPLOYED? HOW MANY TIMES HAVE YOU FILED
UNEMPLOYMENT IN THE LAST TEN YEARS:

HOW WILL YOU GET TO WORK AND DO YOU OWN THE VEHICLE YOU WILL DRIVE, IF
NOT STATE WHOW YOU WILL GET TO WORK, YOU MUST HAVE A RELIABLE VEHICLE
THAT YOU DRIVE TO AND FROM WORK TO BE ELIGIBLE FOR HIRE.

ARE YOU LEGALLY ALLOWED TO DRIVE:

HOW LONG DOES IT TAKE YOU TO DRIVE HERE: _____MILES _____MINS

DO YOU HAVE YOUR OWN CELL PHONE:

CAN YOU WORK ANY SHIFT:

CAN YOU WORK ANY HOLIDAYS OR DAYS OF THE WEEK, IF NOT EXPLAIN WHICH DAYS
YOU CAN NOT WORK:

DO YOU HAVE WORK RESTRICTION:

ARE YOU ATTENDING SCHOOL:
_____WHEN:_____

DO YOU HAVE ANOTHER
JOB:_____WHERE:_____

WHEN DO YOU WORK THERE:

WHAT WOULD YOU SAY IS YOUR PRIMARY JOB TITLE:

ARE YOU LEGALLY ELIGIBLE FOR EMPLOYMENT IN THE UNITED STATES?___ YES___ NO

ARE YOU ABLE TO PERFORM THE ESSENTIAL FUNCTIONS OF THE JOB POSITION WITHOUT REASONABLE ACCOMMODATION? _____ YES _____ NO (ANSWER AFTER READING THE JOB DESCRIPTION)

ARE YOU ABLE TO DO MEET AND GREET RUNS? _____ YES _____ NO
ARE YOU ABLE TO DO TRANSFERS TO AIRPORT? _____ YES _____ NO

WHAT REASONABLE ACCOMMODATION, IF ANY, WOULD YOU REQUIRE?

HAVE YOU EVER BEEN CONVICTED OF A CRIME:

WHEN _____ EXPLAIN _____

HAVE YOU EVER HAD ANY POINTS ON YOUR RECORD IN THE LAST 10 YEARS:

HAVE YOU EVER BEEN ARRESTED OR INCARCERATED:

EXPLAIN _____

THE EXISTENCE OF A CRIMINAL RECORD DOES NOT CONSTITUTE AN AUTOMATIC BAR TO EMPLOYMENT UNLESS RELEVANT TO THE TYPE OF EMPLOYMENT.

HAVE YOU EVER FILLED OR CURRENTLY ARE IN THE PROCESS OF A WORKERS COMP CASE AGAINST A PAST EMPLOYER:

___ YES ___ NO IF YES

DESCRIBE _____

COLLEGE/UNIVERSITY NAME:

DID YOU RECEIVE A DEGREE? _____ YES _____ NO IF YES, DEGREE RECEIVED:

HIGH SCHOOL/GED NAME: _____ YES _____ NO

DID YOU RECEIVE A DEGREE? _____ YES _____ NO

OTHER TRAINING (GRADUATE, TECHNICAL, VOCATIONAL):

AWARDS, HONORS, SPECIAL ACHIEVEMENTS:

MILITARY SERVICE: _____ YES _____ NO

BRANCH: _____

SPECIALIZED TRAINING:

LIST YOUR CURRENT OR MOST RECENT EMPLOYMENT FIRST RELATED TO LIMO SERVICE:

EMPLOYER NAME:

SUPERVISOR NAME: _____

CITY/STATE/ZIP: _____

JOB DUTIES: _____

REASON FOR LEAVING: _____

DATES OF EMPLOYMENT (MONTH/YEAR): _____

EMPLOYER NAME: _____

SUPERVISOR NAME: _____

CITY/STATE/ZIP: _____ - _____

JOB DUTIES: _____

REASON FOR LEAVING: _____

DATES OF EMPLOYMENT (MONTH/YEAR): _____

EMPLOYER NAME: _____

SUPERVISOR NAME: _____

CITY/STATE/ZIP: _____

JOB DUTIES: _____

REASON FOR LEAVING: _____

DATES OF EMPLOYMENT (MONTH/YEAR): _____

YOU MUST PROVIDE THE NAME, ADDRESS, TCP NUMBER AS WELL AS CONTACT NAME AND NUMBER OF WHOEVER YOU ARE CURRENTLY WORKING FOR. PLEASE ANSWER BELOW:

CERTIFICATION

I certify that the information provided on this application is truthful and accurate. I Understand that providing false or misleading information will be the basis for rejection of my application, or if employment commences, immediate termination. I authorize MONALISA LIMOUSINE INC to contact former employers and educational organizations regarding my employment and education. I authorize my former employers and educational organizations to fully and freely communicate information regarding my previous employment, attendance, and grades. I authorize those persons designated as references to fully and freely communicate information regarding my previous employment and education.

If an employment relationship is created, I understand that unless I am offered a specific written contract of employment signed on behalf of the organization by its CEO, the employment relationship will be "at-will." In other words, the relationship will be entirely voluntary in nature, and either I or my employer will be able to terminate the employment relationship at any time and without cause. With appropriate notice, I will have the full and complete discretion to end the employment relationship when I choose and for reasons of my choice. Similarly, my employer will have the right. Moreover, no agent, representative, or employee of MONALISA LIMOUSINE INC, except in a specific written contract of employment signed on behalf of the organization by its CEO, has the power to alter or vary the voluntary nature of the employment relationship. I ALSO UNDERSTAND THAT IF ANYTHING ON THIS APPLICATION IS FOUND TO BE FALSE AFTER BEING HIRED, YOU WILL BE TERMINATED FOR LYING ON THE QUALIFICATION ONE MUST HAVE TO BE HIRED. I HAVE CAREFULLY READ THE ABOVE CERTIFICATION AND I UNDERSTAND AND AGREE TO ITS TERMS.

<i>SIGNATURE</i>	<i>PRINT NAME</i>	<i>DATE</i>
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