



APPLICATION FOR EMPLOYMENT

Name	Address (#, City, State, Zip)
Home Phone	Cellular Phone
Email address	Social Security Number
Drivers License #/Class/State/Expiration	Date of Birth (Required for Chauffeur Positions - Optional for other positions - BFOQ*)

EMPLOYMENT DESIRED

Chauffeur? Yes No

Detailer? Yes No

Dates Available for Work

Desired Hours

EDUCATION

High School Attended: _____

Did you graduate? Yes No

College/University Attended/Course of Study: _____

Did you graduate? Yes No

EMPLOYMENT HISTORY

List below current or 2 previous employers. Completion of this section is mandatory.

Employer	Start Date	End Date	Work Performed

Job Title: _____

Reason For Leaving: _____

What value did you add to this company or its customers? _____

Black Coach Limo LLC
 PO Box 374
 North Attleboro, MA 02761
 508-643-3212
 www.blackcoachlimo.com

BLACK COACH LIMO

Employer	Start Date	End Date	Work Performed

Job Title: _____

Reason For Leaving: _____

What value did you add to this company or it's customers? _____

ACCIDENT INFORMATION

As a motor vehicle operator, have you been involved in any motor vehicle accident within the past 36 months? Yes No

If yes complete the following including amount of loss Bodily Injury (BI), Payment Outstanding (PO) and Physical Damage (PD):

Accident Date	Accident Place	BI Amount	PO Amount	PD Amount

CONVICTION INFORMATION

Have you have your driver's license of Hackney license suspended or revoked within the past 36 months? Yes No

If yes complete the following:

Date of Suspension	Length of Suspension	Reason for Suspension

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BLACK COACH LIMO

Have you been convicted, paid a fine or forfeited bail for any motor vehicle moving violation or been assigned to an alcohol education program in the past 36 months? Yes No

If yes complete the following:

Date of Fine	Town, State or Local of Fine	Amount and Reason for Fine

APTITUDE QUESTIONS

DETAILER APPLICANTS MAY SKIP THIS SECTION

Do you know how to read a map?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Map reading and the ability to identify landmarks is an essential job of a chauffeur.
Do you have access to a computer to use Mapquest.com?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the computer at home or at work?
Do you own or have access to use a printer with a computer?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	This is for printing directions and customer invoices that may be send to you.
Have you ever downloaded documents and attachments to an email?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, how often have you done this and are you comfortable and experienced doing this? Explain:
Does your computer have Adobe Acrobat or Acrobat Reader installed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, would you be willing to download the free version, install it to open, read and print PDF file attachments that Black Coach Limo may send you?
Do you own or have access to use a automotive or other handheld GPS unit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not required for employment but strongly recommended. What is the make and model of the unit?

JOB RELATED REQUIREMENTS QUESTIONS

DETAILER APPLICANTS MAY SKIP THIS SECTION

If offered a position with the company, you may be required from time to time to make purchases for uniforms and other job related expenses that may not be reimbursed.

Do you own a black or dark colored suit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, are you willing to obtain one (you must own a dark suit before employment is offered). Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you own a Tuxedo/Vest/Shoes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Currently not required for employment but may be in the future.
Do you own a cell phone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If No, are you willing to obtain one (you must own a cell phone before employment is offered). Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you own a briefcase or similar?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Needed for maps, receipts, business cards and invoices for customers.

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APPLICANTS ACKNOWLEDGEMENTS

You must initial each statement.

_____ I hereby understand and authorize Black Coach Limo to thoroughly investigate work records, education, driver records, credit history, criminal background and other matters related to my suitability for employment. Further, I authorize and understand that Black Coach Limo may do periodic checks of the above mentioned items.

_____ I understand that nothing in this application or conveyed during an interview is intended to create an employment contract other than one that is "at will". I understand and agree that if I am employed, my employment will be of an "at will" nature, whereby either the employer or the employee may terminate the employment at any time with or without cause or notice.

_____ I understand that I may be required to undergo drug testing at anytime while employed and my refusal to submit to a drug test may lead to termination of employment.

_____ I understand that work schedules are subject to change without notice and overtime may be required.

_____ If offered a position with the company I hereby agree to conform to the terms of the Employee Handbook and any other policies and procedures that are reasonable of the company when requested.

APPLICANT CERTIFICATION

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment and that the answers given by me are true and correct to the best of my knowledge.

Applicant Signature _____ Print Name _____

Date _____

(BFOQ*) = Bona Fide Occupational Qualification (BFOQ). A minimum qualification that is needed to be able to perform the duties of a particular job, which would otherwise be unlawful because of its discriminatory impact. In order to be considered for a chauffeur position with Black Coach Limo, you must be at least **25 years of age or older due to insurance regulations and requirements.**