Application for Employment - Office

Positions: Reservation Agent, Cashier, Dispatch or Hayden Booth.

Position applying for:	**Full Time:**	**Part Time:**

Name: _____ Today's Date: _____

Last *First* *M.I.* Phone No.: _____

Address: _____ Alternate Phone No.: _____

_____ Date of Birth: _____

_____ Driver's Lic. No.: _____

City *State* *Zip* Social Security No.: _____

Work History (most recent first)

Employer: _____ Employer's Phone No.: _____

From: _____ to _____ Wage Paid: _____

Job Title: _____ Reason for Leaving: _____

Duties at Job: _____

_____

Employer: _____ Employer's Phone No.: _____

From: _____ to _____ Wage Paid: _____

Job Title: _____ Reason for Leaving: _____

Duties at Job: _____

_____

Employer: _____ Employer's Phone No.: _____

Date: From: _____ to _____ Wage Paid: _____

Job Title: _____ Reason for Leaving: _____

Duties at Job: _____

_____

Personal References

Name: _____ Phone No.: _____

Address: _____ Years Known: _____

_____ Occupation: _____

Name: _____ Phone No.: _____

Address: _____ Years Known: _____

_____ Occupation: _____

Name: _____ Phone No.: _____

Address: _____ Years Known: _____

_____ Occupation: _____

Education

Circle last year completed: 1 2 3 4 5 6 7 8 9 10 11 12 College: 1 2 3 4 5

Name of last school attended: _____ City/State: _____

General Information

Have you ever been convicted of a felony? If yes, please explain on another sheet of paper.

Conviction of a crime is not an automatic bar to employment. All circumstances will be considered.

Have you ever worked at Alpine before? No_____ Yes _____. If yes, when? _____

How long have you resided in Routt County? _____

Do you have reliable transportation To/From work? Yes _____ No _____

Indicate if you have experience or training in the following fields.

	years of experience	explain experience
Typing		W.P.M.:
Computers		Software:
Bookkeeping		
Dispatching		
Phone Work		
Public Relations		
Cash Register		

Please describe any positions, jobs or duties you should not be considered for because of physical, medical or mental disabilities.

I hereby agree to allow Alpine Taxi/Limo Inc. or it's agents to take whatever steps deemed necessary to obtain any personal records that may pertain to my employment including but not limited to driving records:

Signature: _____ **Date:** _____

For Office Use Only!

Consideration for: Res Agent _____ Cashier _____ Dispatcher _____ Hayden Booth _____

Telephone Reference Check:

Telephone # _____

Employer: _____ Dates of Employment: _____ to _____

Salary: _____ Reason for Leaving: _____

Eligible for Rehire? Yes No If no, why? _____

Comments on any of the following: Job Performance____Attendance____Attitude____Dependability____Guest Relations____

Comments:

Telephone # _____

Employer: _____ Dates of Employment: _____ to _____

Salary: _____ Reason for Leaving: _____

Eligible for Rehire? Yes No If no, why? _____

Comments on any of the following: Job Performance____Attendance____Attitude____Dependability____Guest Relations____

Comments:

Telephone # _____

Employer: _____ Dates of Employment: _____ to _____

Salary: _____ Reason for Leaving: _____

Eligible for Rehire? Yes No If no, why? _____

Comments on any of the following: Job Performance____Attendance____Attitude____Dependability____Guest Relations____

Comments: