

Executive Travel, Inc.

APPLICATION FOR EMPLOYMENT

PERSONAL INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number Street City State Zip

Telephone: ( ) \_\_\_\_\_ If under 18, please list age: \_\_\_\_\_

E-mail: \_\_\_\_\_

EMPLOYMENT DESIRED

Position(s) applied for: \_\_\_\_\_ Days/hours available to work: \_\_\_\_\_

Salary desired: \_\_\_\_\_

How many hours can you work weekly? \_\_\_\_\_ Can you work evenings? \_\_\_\_\_

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				

## 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 if necessary.

Name of Employer: Address: City, State, Zip: Phone number:	Name of last supervisor	Employment dates	
		From:	
	To:		
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.			

Name of Employer: Address: City, State, Zip: Phone number:	Name of last supervisor	Employment dates	
		From:	
	To:		
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.			

Name of Employer: Address: City, State, Zip: Phone number:	Name of last supervisor	Employment dates	
		From:	
	To:		
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.			

Are you currently employed?  Yes  No

May we contact your present employer?  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.  
\_\_\_\_\_

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. \_\_\_\_\_  
\_\_\_\_\_

### PROFESSIONAL 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:

**APPLICATION WAIVER**

Please read each paragraph closely, initial each, and sign below

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. I further certify that I, the undersigned applicant, have personally completed this application. I understand that any omission or misstatement of material fact on this application or any other document used to secure employment shall be grounds for rejection of this application or for immediate discharge if I am employed, regardless of the time elapsed before discovery.

I hereby authorize Executive Travel to thoroughly investigate my references, work records, education, driving record, credit history, criminal background and other matters related to my suitability for employment. I further authorize the employers, schools and other references I have listed to disclose to Executive Travel any and all documents, transcripts, letters, reports and other information related to these references, without giving me prior notice of such disclosure. I hereby release Executive Travel, my former employers, and all other persons, corporations, partnerships and associations from any and all claims, demands or liabilities arising out of or in any way related to such investigation or disclosures.

I understand that nothing contained in the application, or conveyed during any interview which may be granted, or during my employment, if hired, is intended to create an employment contract between me and Executive Travel, 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 employee or the employer may terminate the employment relationship at any time, with or without cause or notice. I further understand that my employment, if hired, is for no definite or determinable period of time and may be terminated at any time, at the option of either myself or Executive Travel, and that no promise or representation contrary to the foregoing is binding on the company unless made in writing and signed by me and the company's designated representative.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Travel 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.

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