

POSTEN TAXI, INC
EMPLOYMENT APPLICATION

All applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

PERSONAL INFORMATION

Today's Date _____ When are you available to start work? _____

Applying for Full Time _____ Part Time _____ Temporary _____

Position applying for? _____

Name _____

Street Address _____

Mailing Address _____

DOB _____ SSN _____ Phone _____ Cell _____

Have you ever been convicted of or charged with a felony or misdemeanor? Yes _____ No _____

If so, please explain details in full, including dates, details of offense(s) charged, jurisdiction and disposition of case. _____

EMPLOYMENT/WORK EXPERIENCE

Start with your present or most recent position. Include military service assignments and volunteer activities. Exclude organization names that indicate race, color, religion, sex or national origin.

I. Employer _____ Phone _____

Job Title _____ Supervisor _____

Street Address _____

Describe duties, responsibilities and accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year) From _____ To _____

II. Employer _____ Phone _____

Job Title _____ Supervisor _____

Street Address _____

Describe duties, responsibilities and accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year) From _____ To _____

III. Employer _____ Phone _____

Job Title _____ Supervisor _____

Street Address _____

Describe duties, responsibilities and accomplishments: _____

Reason for Leaving: _____

Dates of Employment (Month/Year) From _____ To _____

AUTHORIZATION & ACKNOWLEDGEMENT

I, _____, CERTIFY that the above answers are true and complete to the best of my knowledge. I authorize Posten Taxi to investigate any statement contained in this application. I authorize Posten Taxi to obtain a record of my driving history if I am applying for a driving position. I also authorize Posten Taxi to do a criminal background check. I release Posten from all liability for any damage that may result from utilization of information obtained in any of the aforementioned background checks. I understand that this application is not, and is not intended to be, any kind of contract or agreement. In the event of employment, I understand that any false or misleading information given in my application, correspondence, discussions, or interview may result in immediate termination. I also understand that all new employees are on a 90 day probationary period. I understand that during this time that I may be immediately terminated for not following all of the rules, policies, and procedures of this company. I understand that I am to abide by the rules, regulations, and policies of Posten Taxi.

Signed _____

Date _____

CONSENT TO BIOLOGICAL TESTING

I understand that this is an anti-drug work place and that it is my employer's practice to conduct drug and alcohol test for the purpose of carrying out this policy.

I understand that I may be tested randomly or under suspicion. I will be tested for drugs and alcohol.

I understand that the giving of a biological specimen, when requested by my employer, is a condition of my continued employment.

I understand that if a test of my specimen reveals an unexplained presence of a drug(s) and/or alcohol, my employer may take disciplinary action against me up to and including termination of employment.

I also understand that the results of a drug & alcohol test will be forwarded to subsequent employers should these employers request them in writing.

In case of post-accident testing, I give permission to Posten Taxi to arrange for drug and alcohol testing, should I become unconscious or unable to directly give consent to testing.

I have read and understand the above statement as to my employer's policy regarding biological testing.

Name (Print) _____

Signature _____ Date _____