

Application for Employment

We are an equal opportunity employer and do not unlawfully discriminate in employment. No question on this application is used for the purpose of limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Equal access to employment, services, and programs is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the organization. Please fill in every blank on the application if N/A put N/A.

Applicant name: _____ Date: _____
Last First Middle

Address: _____
Street City State Zip

Telephone: () Cell or other phone: () Email: _____

Best time to call: _____ May we contact you at work: yes no Best time to call: _____

Type of Employment desired: full-time part-time temporary

Position(s) applied for or type of work desired: _____

Date you will be available to start work: _____

Desired Salary or hourly rate of pay: \$ _____ Per _____

Have you submitted an application here before? yes no

If yes give dates and positions: _____

Are you able to meet the attendance requirements? yes no

Do you have any objection to working overtime if necessary? yes no

Can you travel if required by this position? yes no

Have you ever been previously employed by our organization? yes no

If yes give dates: _____

Can you submit proof of legal employment authorization and identity? yes no

If you are under 18, can you furnish a work permit if it is required? yes no

Have you ever been convicted of a crime in the last 7 years? yes no

If yes, please explain (a conviction will not automatically bar employment): _____

Have you ever entered into an agreement with any former employer or other person that may restrict your ability to work for our company? (non-compete agreement) yes no

If yes please explain: _____

Driver's license number (if driving is an essential job duty): _____

How were you referred to us? _____

Employment History

Please provide all employment information for your past four employers starting with the most recent.

Employer: _____ **Position held:** _____

Address: _____ **Telephone:** () _____
Street City State Zip

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Starting Salary:** _____ **Ending Salary:** _____

Starting Title: _____ **Ending Title:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone:** () _____
Street City State Zip

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Starting Salary:** _____ **Ending Salary:** _____

Starting Title: _____ **Ending Title:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone:** () _____
Street City State Zip

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Starting Salary:** _____ **Ending Salary:** _____

Starting Title: _____ **Ending Title:** _____

Job summary: _____

Reason for leaving: _____

Employer: _____ **Position held:** _____

Address: _____ **Telephone:** () _____
Street City State Zip

Immediate supervisor and title: _____

Dates employed: from _____ to _____ **Starting Salary:** _____ **Ending Salary:** _____

Starting Title: _____ **Ending Title:** _____

Job summary: _____

Reason for leaving: _____

Have you ever been fired or asked to resign from a job? yes no

If yes, please explain: _____

Other Skills and Qualifications

Summarize any job-related training, skills, licenses, certificates, and/or other qualifications:

Educational History

List school name and location, years completed, course of study, and any degrees earned:

Name of School and Address:	# of Years Attended:	Course/Major	Earned Degree
Name of School and Address:	# of Years Attended:	Course/Major	Earned Degree
Name of School and Address:	# of Years Attended:	Course/Major	Earned Degree
Name of School and Address:	# of Years Attended:	Course/Major	Earned Degree

References

List 3 references' names, telephone numbers, and years known (do not include relatives or employers):

Name	Title	Relationship to you	Telephone #	# of years known
Name	Title	Relationship to you	Telephone #	# of years known
Name	Title	Relationship to you	Telephone #	# of years known

Is there any other information that would help describe any special skills or additional qualifications that you have:

I hereby authorize the potential employer to contact, obtain, and verify the accuracy of information contained in this application from all previous employers, educational institutions, and references. I also hereby release from liability the potential employer and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of this application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the employer can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

I understand that it is the policy of this organization not to refuse to hire or otherwise discriminate against a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA.

I also understand that if I am employed, I will be required to provide satisfactory proof of identity and legal work authorization within three days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

I represent and warrant that I have read and fully understand the foregoing, and that I seek employment under these conditions.

Applicant signature: _____ Date: _____

Consumer Report Release

The purpose of this release form is to obtain permission and inform you, the applicant that a consumer report will be pulled on you in the course of consideration of employment with Burlington Trailways. The corporate office for Burlington Trailways is 906 Broadway Street West Burlington Iowa 52655 and mailing address of PO Box 531 West Burlington Iowa 52655.

Burlington Trailways hereby certifies as follows:

- The information will be for employment purposes only.
- The information will not be used in violation of any federal or state equal opportunity law.
- The necessary disclosures have been provided and consents obtained.
- The appropriate notices will be provided in the event adverse action is taken against the application based in whole or in part on the contents of the Consumer Report.

Consumer Reporting Agency: Employment Source, Inc.
1815 Grant Street
Bettendorf, IA 52722
(563) 355-4473

By reading and signing this release, you the applicant, acknowledge, understand and give permission to the above-named Company and Consumer Reporting Agency to access your records and reports for employment purposes only.

Last name: _____ First name: _____ Middle name: _____

Social Security Number: _____ Birth Date: _____

Address: _____
Street City State Zip

Do NOT complete unless a Motor Vehicle Report (MVR) is specifically requested

Driver's License Number: _____ State Issued: _____ Expiration Date: _____

In connection with this request, I hereby acknowledge receiving a "Summary of Your Rights under the Fair Credit Reporting Act," and release the above listed parties from any liability and responsibility for obtaining my consumer report in compliance with federal law.

Applicant signature: _____ Date: _____

Applicant Instructions: Please sign and date this page, then keep "A Summary of Your Rights under the Fair Credit Reporting Act" for you information.

Criminal Background Information Form

Last name: _____ First name: _____ Middle name: _____

Alias or Maiden Name: _____

Social Security Number: _____ Birth Date: _____

Current Address: _____
Street City State Zip

Please list all counties and states you have lived in for the last 7 years. If unable to provide the name of the county, please provide the name of the city.

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

County: _____ State: _____

Please describe **all criminal convictions** or write "none"*

**You are not required to provide information on arrest that did not result in conviction, or convictions that have been sealed or expunged by court order.*

I certify that the information I have provided is true, accurate and complete to the best of my ability. I understand that false statements provided herein shall be grounds for denial of employment or, should I become employed, immediate termination of employment.

Applicant signature: _____ Date: _____

Print name: _____

Burlington Trailways Authorization to Verify Information

For an applicant to be considered for employment they must be truthful on their application. Burlington Trailways may run all prospective applicants thru Courts Online to determine if there are any convictions in the Court System that the applicant failed to divulge on the application and/or background information form. If an applicant is found to have convictions after indicating on the application they have no convictions and or failed to put on the background information form convictions this may invalidate the application and or terminate employment if employed whenever it may be discovered. If the applicant feels that the convictions are not valid then the applicant will need to contact the Court System in which the conviction is posted to have their records checked and if needed corrected. The application will be suspended and retained for the one year retention period. If the applicant is able to receive a retraction from the court stating that the conviction was not from that of the applicant or was a clerical error and should not have been a conviction the application will be reinstated and the applicant may once again be considered for employment. Again the application will be retained for the 1 year retention period.

If the applicant is found to have no additional convictions other than any convictions listed on the application then the applicant may at the discretion of Burlington Trailways move to the next step of the hiring process. All non driver applications will be run thru the Employment Source, Inc or other background service used by Burlington Trailways for a complete background check to include SSN trace, criminal history check and if applicable drivers license check. All driver Applicants will be run thru DAC services/Hire Rite or other background service that Burlington Trailways is currently using for driver applicants for their MVR and other applicable checks for drivers.

Applicants who pass the background checks may be eligible for employment. An Applicant does not have to be conviction free, however if there are convictions they need to be forthcoming so as not to appear to be trying to hide information.

I _____ agree that Burlington Trailways may check my Court

Printed Name

records and further understand that failure to disclose information may invalidate my application. I have received the Summary of Your Rights under the Fair Credit Reporting Act. I release Burlington Stage Lines Ltd. dba Burlington Trailways from any liability and responsibility for obtaining and verifying information from the Courts, and or any other means of verifying my application or information provided to Burlington Trailways.

Signature of applicant: _____

Social Security Number: _____ Birth Date: _____