

The Fullington Auto Bus Company

PO Box 211, 316 East Cherry Street
Clearfield, PA 16830, 814-765-9709

Today's Date _____

**AN EQUAL OPPORTUNITY EMPLOYER
PLEASE PRINT**

We consider all applicants for positions without regard to race, color, creed, religion, sex, ancestry, national origin, age, veteran status or the presence of a non-job-related disability, or any other legally protected status.

NAME _____ Email _____

Last

First

Middle

() ()

Social Security Number

Home Phone

Cell Phone

Professional License No.

ADDRESS Street _____ City _____ State _____ Zip _____

Position Desired _____ Full-Time Part-Time Other

Date Available to Work _____ Specific days and hours you are available to work _____

Salary/Compensation Desired _____

Have you ever applied for a position with us? Y N If yes, when? _____

Have you ever been employed by us? Y N If yes, when? _____

Do you have a relative working here? Y N If yes, state identity and relationship? _____

Do you have any relative working for a competitor? Y N

Are you currently employed? Y N

Are you currently on "lay off" & subject to recall? Y N

Have you ever been convicted of a felony? (A conviction is not an automatic bar to employment.) Y N If yes, please explain:

Is there anything that would prevent you from performing in a reasonable and safe manner each essential job function and requirement of the job from which you are applying? Y N

If yes, please explain _____

Are you at least 18 years of age? Y N (If no, state your age _____)

If employment is offered, can you submit two (2) of the following: birth certificate, Social Security Card, certificate of US citizenship, a US passport, a state issued Driver's license, or other verification of your identity and authorization to work in the US. Y N

EMPLOYMENT HISTORY (Use additional history form if necessary.)

In the following spaces give a complete record of your employment including periods of unemployment, if any. Begin with your most recent employment and work back.

CURRENT OR LAST EMPLOYER _____ Phone Number _____

Street _____ City _____ State _____ Zip _____

Position Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Other Positions Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Starting Salary _____ Final Salary _____

Immediate Supervisor _____

Duties _____

Reason for leaving _____

*ACCOUNT FOR PERIOD BETWEEN EMPLOYMENT – Include dates (Mo/Yr) and Reason _____

PREVIOUS EMPLOYER _____ Phone Number _____

Street _____ City _____ State _____ Zip _____

Position Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Other Positions Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Starting Salary _____ Final Salary _____

Immediate Supervisor _____

Duties _____

Reason for leaving _____

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PREVIOUS EMPLOYER _____ Phone Number _____

Street _____ City _____ State _____ Zip _____

Position Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Other Positions Held _____ From (Mo/Yr) _____ To (Mo/Yr) _____

Starting Salary _____ Final Salary _____

Immediate Supervisor _____

Duties _____

Reason for leaving _____

*ACCOUNT FOR PERIOD BETWEEN EMPLOYMENT – Include dates (Mo/Yr) and Reason _____

EDUCATIONAL DATA

| SCHOOL | ADDRESS CITY STATE ZIP | NO OF YEARS COMPLETED | DEGREE | MAJOR COURSE OF STUDY |
|--|------------------------|-----------------------|--------|-----------------------|
| High School | | | | |
| College | | | | |
| Graduate School | | | | |
| Trade, Business, Night or Correspondence | | | | |
| Other | | | | |

SPECIAL SKILLS AND QUALIFICATIONS

Please include any other information you think would be helpful to us in considering you for employment such as additional work experience, skills, abilities, articles/books published, activities, foreign languages, accomplishments, professional/trade/business/or civic activities and offices held, etc. (Please do not include information indicative of age, sex, race, religion, color, national origin, handicap, or disability or any relationship with any labor organization.)

ADDITIONAL INQUIRIES CONCERNING EMPLOYMENT HISTORY

In order to permit a check of your work and education records, should we be made aware of any change of name or assumed name that you previously used? Y N If yes, please explain:

Have you ever been dismissed or asked to resign from any employment? Y N If yes, please explain:

MILITARY EXPERIENCE

Have you ever served in the US Armed Forces? Y N If yes, describe any special job-related training received:

REFERENCES (Not employers or relatives. List at least 3.)

| NAME | ADDRESS | OCCUPATION | PHONE NUMBER |
|-------|---------|------------|--------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Applicant Certification

This certifies that this application was completed by me, and that all entries on it and information in it are true and complete to the best of my knowledge.

Applicant's Signature _____

Application Date _____

PLEASE READ CAREFULLY BEFORE SIGNING THIS APPLICATION.

1. I authorize the company to investigate all statements in this application and to secure any necessary information from all of my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the company from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the company.
2. I also authorize the company to secure criminal and financial credit information through an appropriate agency, and I understand that, upon my written request made within a reasonable period of time, the agency providing a consumer credit report to the company will provide me with a complete description of the nature and scope of the credit report investigation.
3. I understand that any offer of employment is contingent upon receipt of a satisfactory report concerning my credit, academic credentials, and employment references. I further understand that any false or misleading statements will be cause for rejection of my application if the company has not employed me and for immediate dismissal if the company has employed me. I also authorize the company to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government agency, or other party having a legal and proper interest, and I hereby release the company from any and all liability for its providing this information.
4. In the event of employment or an offer of employment. I authorize any physician or hospital to release any information which may be necessary to determine my ability to perform the essential functions of the job for which I am hired or being considered or any future job.
5. I hereby agree to submit to any lawful drug, alcohol, or other testing that may be required as a condition of employment or continued employment and understand that refusal to submit to such testing during the course of my employment may result in disciplinary action up to and including discharge.
6. I understand that according to federal law, all individuals who are hired must, as a condition of employment, produce certain documentation to verify their identity and U.S. citizenship status or, if aliens, their legal authorization to work in the U.S. As a consequence, I understand that any offer of employment would be contingent on my ability to produce the required documentation within the time period required by law.
7. I agree and understand that any offer of employment I may receive is contingent upon my successful completion of the company's pre-employment, post-offer, screening process including any pre-employment, post-offer, physical examination that may be required.
8. In the event of my employment with the company, I will comply with all rules, regulations, and policies of the company.
9. I understand that nothing in this employment application, the company's policy statements, personnel guidelines, or in my communication with any company official, is intended to create an employment contract between the company and me. I also understand that the company has the right to modify its policies without giving me any notice of the changes. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the company, unless it is made to me in writing and signed by the President. I understand that if an employment relationship is established, I have the right to terminate my employment at any time, for any reason I think appropriate. I also understand that the company retains the right to terminate my employment at any time for any reason I think appropriate. I also understand that the company retains the right to terminate my employment at any time for any reason that the company believes is appropriate.

I hereby acknowledge that I have read, understand and agree to the preceding nine (9) statements.

Applicant's Signature _____

Application Date _____