



AYN TRANSPORTATION LTD

EMPLOYMENT APPLICATION

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability, or other protected classifications. Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions **must** be answered.*

“Employer”	Position applying for
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PERSONAL DATA			
Name (last, first, middle)			
Street Address and/or Mailing Address	City	State	Zip
Home Telephone Number	Business Telephone Number	Cellular Telephone Number	
Date you can start work	Salary Desired	Do you have a High School Diploma or GED? Yes <input type="checkbox"/> No <input type="checkbox"/>	

POSITION INFORMATION <small>Check all that you are willing to work</small>			
Hours: Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>	Days <input type="checkbox"/> Evenings <input type="checkbox"/>	Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Weekends <input type="checkbox"/>	Status: Regular <input type="checkbox"/> Temporary <input type="checkbox"/>
Are you authorized to work in the U.S. on an unrestricted basis?		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.) If yes, explain:		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Can you perform these essential functions of the job with or without reasonable accommodation? Yes <input type="checkbox"/> No <input type="checkbox"/>			

QUALIFICATIONS <small>Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.</small>			
	School Name	Degree	Address/City/State
School			
School			
Other			

SPECIAL SKILLS <small>List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.</small>

REFERENCES <small>Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.</small>			
Name	Address/City/State	Phone	Relationship



WORK HISTORY Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)

Job Title #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer? Yes No N/A

Job Title #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Job Title #4	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip



Duties:		
Reason for Leaving	Starting Salary	Ending Salary

PLEASE READ THE FOLLOWING STATEMENTS BEFORE SIGNING BELOW

The facts set forth in my application are true and complete. I authorize **AYN TRANSPORTATION LTD** to investigate all statements contained in this application and hereby authorize my former employers to furnish all information pertaining to my work record.

I hereby release my former employer from all liability on account of furnishing such information to **AYN TRANSPORTATION LTD**. I understand that if employed, false statements, omissions or misleading statements on this application could lead to dismissal and agree that **AYN TRANSPORTATION LTD** shall not be held liable in any respect if my employment is terminated because of such omissions or false or misleading statements. **AYN TRANSPORTATION LTD** is hereby authorized to investigate my employment history, including the contacting of the employers on the previous page.

I understand that the filling of this application with the **AYN TRANSPORTATION LTD** a preliminary step to employment. It does not obligate the company to offer employment, or the applicant to accept employment. An offer of employment, if made, is contingent upon receiving satisfactory background and reference checks as authorized by this statement and any other attachments. I understand that if I receive a contingent offer of employment and I accept the position, I may be required to complete additional information necessary for record keeping requirements. I agree to abide by all Company policies and procedures as outlined within **AYN TRANSPORTATION LTD** policies, memos, and other documents.

For those who are required to drive, our insurance carrier and/or the DMV may require us to submit employees to a physical exam; the results must be satisfactory for employment to continue. If hired, I understand that as an employee **OF AYN TRANSPORTATION LTD**, my driving record will be continually reviewed and if at any time I am found to have traffic convictions (including, but not limited to DUI, DWI, excessive points on my license, etc.) my employment may be terminated

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date