



EMPLOYEE APPLICATION (NON-DRIVER)

It is the policy of El Paso-Los Angeles Limousine Express, Inc. (EPLA) , an equal opportunity employer, to afford equal opportunity to all employees and qualified applicants for employment without regard to race, color, religion, sex, national origin, age, marital status, pregnancy, any disability as provided in the Americans with Disability Act, veteran status, and any other characteristic protected by federal, state or local law.

When would be the best time to contact you if we choose to set up an interview?

Instructions: Each question should be fully and accurately answered. Do not fill in any section with "see resume." All information provided is subject to verification.

Last Name		First	Middle	Date of Application								
Mailing Address (City, State, Zip Code)				Home Phone								
Email Address				Cell Phone								
Which is your Age category (check one)		Are you legally eligible for employment in this country?		Social Security Number								
<input type="checkbox"/> 16 or over, but under 18 <input type="checkbox"/> 18 or over, but under 25 <input type="checkbox"/> 25 or over		<input type="checkbox"/> Yes <input type="checkbox"/> No Proof of Identification will be required upon employment.		Driver License Information <table border="1"> <tr> <th>Number</th> <th>State</th> <th>Exp</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>			Number	State	Exp			
Number	State	Exp										
All applicants must be at least 16 years of age to be eligible for employment; 18 to drive a company vehicle; and 25 plus a CDL to drive a bus.												

Emergency Contact Information—List the Person whom we should contact in case of emergency during your working hours.

Name: _____ Telephone (1): _____ Telephone (2): _____

Address: _____ Relationship: _____

POSITION SELECTION
(Choose as many areas as you like...please number the choices in order of preference 1-10)

<input type="checkbox"/> Ticket Agent	<input type="checkbox"/> Personnel/HR	<input type="checkbox"/> Warehouse
<input type="checkbox"/> Clean-Up/LuggageHandler	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Charters
<input type="checkbox"/> Maintenance <input type="checkbox"/> Vehicle <input type="checkbox"/> Building	<input type="checkbox"/> Accounting/Audit	<input type="checkbox"/> Other: _____

Would you be willing to perform **all** of the tasks required by the job for which you are applying? Yes No

- Are you willing and able to:
- Lift luggage or freight which may weigh approximately 50 lbs Yes No
 - Lift luggage or freight which may weigh approximately 100 lbs Yes No
 - Be on duty up to 12 hrs Yes No
 - Work Outdoors Yes No

If you answered "No", you may explain here if you wish: _____

How were you referred to EPLA? Friend Relative Rehire Walk-In Website Newspaper
 Craigslist Banner Employee (List Name) _____ Other _____

Have you ever worked for EPLA? Yes No
 If yes, dates _____ Position _____ Employee Code _____

Do you have any relatives or friends currently or previously employed by EPLA? Yes No
 Name of Employee(s) _____ Position _____ Relationship _____

EMPLOYMENT HISTORY

Please provide a COMPLETE employment history, even if you are submitting a resume. **ASK FOR ADD'L PAGES IF NECESSARY.**

(1) Name of Present/Most Recent Employer	Telephone	Dates Employed		Describe your work & job responsibilities.
		From Mo/Yr	From Mo/Yr	
Address, City, State				
Job Title		Pay Rate / Salary		
		Starting		
Name of Immediate Supervisor and Title		\$	Per? hr wk yr	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Pay Rate / Salary		
		Final		
Reason for leaving or why you are considering leaving?		\$	Per? hr wk yr	
May we contact your present employer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

(2) Name of Next Previous Employer	Telephone	Dates Employed		Describe your work & job responsibilities.
		From Mo/Yr	From Mo/Yr	
Address, City, State				
Job Title		Pay Rate / Salary		
		Starting		
Name of Immediate Supervisor and Title		\$	Per? hr wk yr	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Pay Rate / Salary		
		Final		
Reason for leaving?		\$	Per? hr wk yr	

(3) Name of Next Previous Employer	Telephone	Dates Employed		Describe your work & job responsibilities.
		From Mo/Yr	From Mo/Yr	
Address, City, State				
Job Title		Pay Rate / Salary		
		Starting		
Name of Immediate Supervisor and Title		\$	Per? hr wk yr	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Pay Rate / Salary		
		Final		
Reason for leaving?		\$	Per? hr wk yr	

(4) Name of Next Previous Employer	Telephone	Dates Employed		Describe your work & job responsibilities.
		From Mo/Yr	From Mo/Yr	
Address, City, State				
Job Title		Pay Rate / Salary		
		Starting		
Name of Immediate Supervisor and Title		\$	Per? hr wk yr	
Type of Employment <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Other		Pay Rate / Salary		
		Final		
Reason for leaving?		\$	Per? hr wk yr	

AVAILABILITY

Your availability dates and times are very important. They will be used for scheduling.

First Available Start Date: _____ Will you work overtime if asked? Yes No

Are you interested in: Full-Time Part-Time Seasonal

Are there any hours of the day you would be unavailable to work?

Are there any days of the week you would be unavailable to work?

Are there any times of the year you would be unavailable to work?

Do you have a driver's license? Yes No || What is your means of transportation to work?

Do you BELIEVE you would qualify as insurable by our insurance company to drive a company car? Yes No
(Examples of disqualifications are: driving with suspended/revoked license; DUI/DWI; reckless driving, etc.)

EDUCATION, SKILLS & QUALIFICATIONS

Circle Highest Grade Completed High School - Diploma College degree type _____ Postgraduate degree type _____
Adding specific information: 9 10 11 12 - GED 1 2 3 4 field of study _____ years: _____ field of study _____

Please list the Name and Location of the following learning institutions.

High School: _____

Jr. College / College: _____

Are you presently enrolled in school? Yes No

Do you have any special training / skills? Yes No

List Your Membership in Professional or Civic Organizations (Exclude those which may disclose your race, color, religion or national origin, sex, marital status, age)

Please rate yourself (Good, Fair, Poor) in the following situations:

Money Handling: _____ Getting Along with People: _____ Working Under Pressure: _____
Work Ethic: _____ Being on Time: _____

Which of your previous jobs did you like best? _____

What did you like best about that job? _____

Please state briefly why you wish to become an EPLA Team Member:

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

RECORD OF MILITARY SERVICE & RESERVE STATUS

Did you serve in the US Armed Forces? Yes No **If "Yes", list branch:** _____

Discharge Status: _____ Service Dates: From _____ To _____

Rate or Rank: _____ Present Classification: _____

Serial No.: _____ Reserve Unit Active Inactive

If active, list meeting dates (including summer) _____

ADDITIONAL INFORMATION

Conviction of a crime is not an automatic bar to employment; all circumstances will be considered. Conviction questions are excluding records sealed by a court or expunged.

Have you ever been convicted of a crime? Yes No If "Yes", date: _____

Do you have ANY warrants out for your arrest? Yes No

Have you ever been bonded? Yes No

Have you ever been refused bond? Yes No If "Yes" explain: _____

REFERENCES

List three references who are NOT related to you and are NOT previous supervisors. For example, you may list three school or personal references who are not related to you.

Name	Telephone	Years Known	In what capacity did this person observe you or your work?

CERTIFICATION

My signature below certifies that I have read, understand and agree to the following:

Verification of Data: I certify that the information contained in this application is correct to the best of my knowledge. I understand that falsification or distortion of this information or a material omission may result in denial of an offer or the termination of my employment at any time.

"At-Will" Agreement: If I am hired, I agree to conform to El Paso-Los Angeles Limousine Express, Inc's, policies, rules and regulations. I understand that I will be an "At-Will" employee. This means that my employment is At-Will and can be terminated at any time, with or without cause, and with or without notice at my option or the company's option. I further understand and agree that this At-Will employment relationship will remain in effect throughout my employment unless it is modified by a specific, express written employment contract signed by the President or Vice-President of the company and me and may not be modified by any oral or implied agreement, or by any written agreement which is not signed by the President or Vice-President of the company.

Background Checks: Employment with El Paso-Los Angeles Limousine Express, Inc., is contingent upon successful completion of a background check which may include, but is not limited to, credit, criminal, DMV, previous employment, education, and personal references. In the event employment is offered prior to the completion of the background check process and the results of the background check are not as expected by EPLA, the employment offer may be rescinded or your employment with EPLA, may be terminated.

Please sign here and date next page too.

X _____
Signature

_____ Date

EL PASO - LOS ANGELES LIMOUSINE EXPRESS, Inc

NOTIFICATION AND RELEASE STATEMENT

The information provided in this Application for Employment is true, correct, and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand and agree that, if hired, my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without prior notice and without cause.

I authorize you to conduct an investigation of all statements contained herein, and to obtain a consumer report. I understand that a consumer report which may contain public record information is being requested from HireRight, or from a similar service provider. This report may include the following types of information: names and dates of previous employers, reason for termination of employment, work experience, accidents, my credit and personal history etc. I further understand that such report may contain public record information concerning my driving record, workers' compensation claims, credits, bankruptcy proceeding, criminal records, etc. from federal, state and other agencies which maintain such records; as well as information from HireRight (or similar service provider) concerning previous driving record requests made by others from such state agencies, and states provided driving records.

I AUTHORIZE, WITHOUT RESERVATION, ANY PARTY OR AGENCY CONTACTED BY EL PASO-LOS ANGELES LIMOUSINE EXPRESS, INC. OR ANY OF ITS SUBSIDIARIES OR ASSOCIATED COMPANIES, HIRERIGHT OR A SIMILAR AGENCY TO FURNISH THE ABOVE MENTIONED INFORMATION.

I have the right to make a request to HireRight (or similar service Provider) upon proper identification, to request the nature and substance of all information in its files on me at the time of my request, including the sources of information; and the recipients of any reports on me which the service provider has previously furnished within the two year period preceding my request. I hereby consent to your obtaining the above information from HireRight (or similar service provider) and I agree that such information which the service provider has or obtains and my employment history with you if I am hired, will be supplied by the service provider to other companies which subscribe to the service provider's services.

X

Signature

Date