



*ABC Transportation Services, Inc.*

**EMPLOYMENT APPLICATION**

**EMPLOYEE INFORMATION**

Name: \_\_\_\_\_  
Last First Middle

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Are you able to perform the essential functions of the position with or without accommodations?  
 Yes  No

If necessary for the job, I am able to:  
Work overtime?  
 Yes  No

If necessary for the job, are you older than 18?  
 Yes  No

Provide a valid Illinois Driver's License?  
 Yes  No

Are you legally eligible for employment in the U.S.?  
 Yes  No

If so, fill out the following: Issuing state: \_\_\_\_\_  
Type: \_\_\_\_\_

Are you seeking a permanent position?  
 Yes  No

Endorsement(s):  Passengers  School Bus  
 Double/Triple Trailers

I will be able to report to work  
\_\_\_\_\_ days after being notified I am hired.

Work any of the following shifts:  
 Any  Day  Night  Over The Road

Have you ever been convicted of a felony?  Yes  No

If yes, explain \_\_\_\_\_

**EMPLOYMENT HISTORY**

List most recent employment first. Include summer or temporary jobs. Be sure all of your experience or employers related to this job are listed here, in the summary following this section or on an extra piece of paper if necessary. No more than 10 years history recommended.



Employer name and address:  Pay: \$ _____ Per: _____	Position Held/Duties & Skills  Supervisor: _____ Telephone: _____	Start Date: End Date: Reason for Leaving:
Employer name and address:  Pay: \$ _____ Per: _____	Position Held/Duties & Skills  Supervisor: _____ Telephone: _____	Start Date: End Date: Reason for Leaving:
Employer name and address:  Pay: \$ _____ Per: _____	Position Held/Duties & Skills  Supervisor: _____ Telephone: _____	Start Date: End Date: Reason for Leaving:
Employer name and address:  Pay: \$ _____ Per: _____	Position Held/Duties & Skills  Supervisor: _____ Telephone: _____	Start Date: End Date: Reason for Leaving:

Have you ever been denied a license, permit or privilege to operate a motor vehicle?  Yes  No

Has any license, permit or privilege ever been suspended or revoked?  Yes  No

**If the answer to either A or B is yes, attach a statement giving details.**

**EDUCATION**

	Institution Name	Years Completed	Field of Study	Graduate or Degree
High School				
College/University				
Business/Technical				
Additional				



### MILITARY

Are you a veteran?  Yes  No

Duty/Specialized Training: \_\_\_\_\_

### SKILLS & QUALIFICATIONS

Other qualifications such as special skills, abilities or honors that should be considered:

\_\_\_\_\_

Types of computers, software, and other equipment you are qualified to operate or repair:

\_\_\_\_\_

Professional license, certifications or registrations:

\_\_\_\_\_

Additional skills, including supervision skills, other languages or information regarding the career/occupation you wish to bring to the employer's attention:

\_\_\_\_\_

Typing speed: \_\_\_\_\_ per minute

### REFERENCES

List two personal references who are not relatives or former supervisors:

Name	Address	Telephone	Occupation	Years Known
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_____	_____	_____	_____	_____
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### CONTACT

In case of accident or illness, please contact: Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Relationship: \_\_\_\_\_

### INFORMATION TO THE APPLICANT

As part of our procedure for processing your employment application, your personal and employment references may be checked. If you have misrepresented or omitted any facts on this application, and are



subsequently hired, you may be discharged from your job. You may make a written request for information derived from the checking of your references.

If necessary for employment, you may be required to: supply your birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

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Signature of Applicant

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Date

**Equal Employment Opportunity:** While many employers are required by federal law to have an Affirmative Action Program, all employers are required to provide equal employment opportunity and may ask your national origin, race and sex for planning and reporting purposes only. This information is optional and failure to provide it will have no effect on your application for employment.